

# **OCCUPATIONAL OUTLOOK**



**for the Mother Lode Counties of**

**Amador  
Calaveras  
Mariposa  
Tuolumne**

**Mother Lode Consortium  
1998 – 2000**

# **OCCUPATIONAL OUTLOOK**

and

## **Training Directory**

**Mother Lode Consortium**  
**1998 - 2000**

**Amador**  
**Calaveras**  
**Mariposa**  
**Tuolumne**  
Counties

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A California Cooperative Occupational Information System (CCOIS) labor market information report of selected occupations sponsored by the Mother Lode Consortium; the State of California Employment Development Department (EDD) (<http://www.edd.ca.gov>), Labor Market Information Division (<http://www.calmis.ca.gov>); and the California Occupational Information Coordinating Committee (<http://soicc.ca.gov>).



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All of us from Mother Lode Job Training hope you find this report useful.

Lynn Sholer  
CCOIS Program Coordinator December 2000

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### *The Mission of Mother Lode Job Training*

- *Provide quality employment training services to individuals*
- *Provide local employers with individuals who are ready for work or training*
- *Work in partnership with other community resources to build a quality workforce, and*
  - *Provide a work environment that enables staff to excel*

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# *Introduction*

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This report presents the 1998, 1999, and 2000 findings of the California Cooperative Occupational Information System (CCOIS). Mother Lode Job Training (MLJT) conducts this project in partnership with the State of California Employment Development Department. The survey area for this study covers Amador, Calaveras, Mariposa, and Tuolumne counties.

## **PURPOSE**

The goal of the CCOIS program is to help match employers' hiring needs with job seekers' skills. The purpose of this **Occupational Outlook Report** is to provide information for labor market decisions, including personnel management and career/vocational training program planning. Not all occupations included may be suitable for training at this time. The Supply/Demand statements should be weighed before training decisions are made. Also, omission of an occupation from this report does not imply that training for that occupation is not appropriate.

Labor market information is a guide when making labor market decisions, not the absolute answer. When making labor market decisions, users of labor market information should consider changes which occurred in the local economy after data collection. These changes might be new industries and businesses, plant closures, layoffs, recessions and other economic fluctuations.

## **POSSIBLE USES FOR THIS REPORT**

The occupational summaries presented are designed to be used for

Career Counseling	Career counselors and job seekers can use this local information regarding employer requirements and preferences when making occupational choices.
Placement and Job Development	Job counselors and job developers can use the supply/demand information to assist job seekers in making decisions about occupations appropriate for their skills, abilities, education and needs.
Vocational Program Planning	Local planners can use the supply/demand data, occupational size, and expected growth rate information for planning and developing training programs.
Curriculum Design	Training providers can use information about employers' requirements regarding the type of skills training they expect new employees to receive from vocational training programs.
Economic Development	Local governments and economic development agencies can use the supply/demand, occupational size, expected growth rates, and wage data information to determine Mother Lode counties' suitability for business growth and development.



# ***Introduction,*** *continued*

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Program Marketing	Schools and other local training providers can market training programs more effectively by informing students, employers, and other members of the community that training programs are developed using reliable, locally-developed occupational data.
Wage Comparison	Although it is not intended as an official wage survey, the wages presented in this report have been useful to employers in providing comparative information concerning local wage rates in particular occupations.

## **EMPLOYER NEEDS**

The LMI program meets employers' needs by ensuring that training providers keep abreast of local employers' hiring requirements. Also, if employers are to remain competitive, they must be aware of local wage and benefit packages.

## **SELECTION OF OCCUPATIONS**

Local users of labor market information helped select the occupations for survey at Mother Lode Job Training's annual community meeting. Among the participants were teachers, counselors, and administrators from Columbia College and high school vocational programs, Regional Occupational Programs, Department of Social Services Welfare to Work program, economic development companies, employment and training, Employment Development Department, and employers. The final selection was made by the CCOIS Program Coordinator, based on CCOIS program criteria and recommendations from the attendees at the CCOIS annual community meeting.

## **LIST OF OCCUPATIONS**

The following pages list the occupations studied this year, and the two previous years (1998 and 1999).

## **2000 Occupations Surveyed**

Accountants and Auditors  
Automotive Mechanics  
Carpenters  
Cooks-Institution or Cafeteria  
Cooks-Specialty Fast Food  
Counter and Rental Clerks  
Dining Room and Cafeteria Attendants and Bartender Helpers  
Financial Managers  
First Line Supervisors and Manager/Supervisors- Production and Operating Workers  
First Line Supervisors and Manager/Supervisors-Construction Trades and Extractive Workers  
Guards and Watch Guards  
Hairdressers, Hairstylists, and Cosmetologists  
Marketing, Advertising, and Public Relations Managers  
Pharmacists  
Physical Therapy Aides  
Physical Therapy Assistants  
Police Patrol Officers  
Recreation Workers  
Sheriffs and Deputy Sheriffs  
Social Workers – Medical and Psychiatric  
State-Highway Police Officers  
Stock Clerks – Stockroom, Warehouse, Storage Yard  
Teachers – Elementary School  
Teachers – Secondary School  
Water and Liquid Waste Treatment Plant and System Operators

## **1999 Occupations Surveyed**

Cashiers  
Computer Network Technicians  
Cooks - Restaurant  
Correction Officers and Jailers  
Food Preparation Workers  
General Office Clerks  
Heating, Air Conditioning, and Refrigeration Mechanics and Installers  
Home Health Aides  
Janitors and Cleaners - Except Maids and Housekeeping Cleaners  
Licensed Vocational Nurses  
Maids and Housekeeping Cleaners  
Maintenance Repairers - General Utility  
Medical Assistants  
Paralegal Personnel  
Registered Nurses  
Secretaries, Except Legal and Medical  
Stock Clerks - Sales Floor  
Telephone and Cable T.V. Line Installers and Repairers  
Traffic, Shipping, and Receiving Clerks  
Truck Drivers - Heavy or Tractor Trailer  
Vocational and Educational Counselors

## **1998 Occupations Surveyed**

Amusement and Recreation Attendants

Assemblers and Fabricators - Except Machine, Electrical, Electronic, and Precision

Bartenders

Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers

Child Care Workers

Dental Assistants

Firefighters

First Line Supervisors and Mgr/Supervisors - Clerical and Administrative Support Occupations

First Line Supervisors and Manager/Supervisors - Sales and Related Occupations

General Managers and Top Executives

Hotel Desk Clerks

Instructional Aides

Laborers, Landscaping and Groundskeeping

Nurse Aides

Painters, Paperhangers - Construction and Maintenance

Receptionists and Information Clerks

Teachers, Preschool

Truck Drivers, Light - Include Delivery and Route Workers

Waiters and Waitresses

Welders and Cutters

# *Survey Methods*

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## **OCCUPATION SELECTION**

To select the occupations, the local Program Coordinator

1. Reviews the occupational projection tables prepared by EDD. The tables show past, present, and future employment projections in each county by occupation. They also project the job growth rate.
2. Develops a preliminary list of occupations suitable for study. The jobs may show a strong projected growth rate, are expected to have sizeable replacement needs, or are requested locally.
3. Ensures that each occupation selected meets the program criteria. The occupations should
  - Have a substantial employment base in the survey area
  - Have a substantial number of projected job openings
  - Have a substantial potential for earning capacity
  - Meet a local need
4. Invites local users of labor market information to a community meeting. Participants learn about the CCOIS Program and give input on occupation selections. They may add some titles and drop others.
5. Uses information gathered at the meeting and from local advisory committee members to choose a final set of occupations. EDD approves the list consisting of approximately twenty occupations for survey.
6. Defines each occupation using the Occupational Employment Statistics (OES) title and code number. If a selected occupation does not have an OES code number, an appropriate, modified Dictionary of Occupational Titles (DOT) number is used.

## **DEFINITION OF OCCUPATION**

An occupational definition describes the activities and functions of a worker. The CCOIS program uses the Occupational Employment Statistics (OES) classification. The U.S. Department of Labor, Bureau of Labor Statistics (BLS), developed this system and uses it nationwide to study industry staffing patterns.

## **EMPLOYER SAMPLE**

After the occupations are selected, EDD develops a list of employers by occupation and industry.

An industry is a title for a group of firms that produces similar goods and services. Industries are classified by the Standard Industrial Classification (SIC). An industry title represents the economic activity of a firm. There are eleven major industry groups in the SIC: agriculture, forestry, and fishing; mining; construction; manufacturing; transportation, communications, electric, gas, and sanitary services; wholesale trade; retail trade; finance, insurance, and real estate; services; public administration; and non-classifiable establishments. Every firm in the state is classified in one or more of these categories by the products or services they produce.

# *Survey Methods, continued*

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To prepare a representative employer sample, EDD uses detailed databases on employers and their occupational staffing within industries.

Local CCOIS staff review the sample prepared by EDD and, when appropriate, add or delete local firms' names to obtain a sample of suitable employers for each occupation. Staff obtain appropriate firm names from the "Confidential Listing of the Universe of Employers (CLUE)," created by EDD; from the Yellow Pages; and from other local employers. Employers' names, addresses, telephone numbers, contact names, SIC codes, account numbers, and number of employees in the firms are added to the EDD sample.

## **QUESTIONNAIRE DEVELOPMENT**

A basic questionnaire prepared by EDD's Labor Market Information Division in Sacramento was used for all occupations for the 1998 survey. The questionnaire was revised for the 2000 and 1999 surveys. The questionnaire for Hairdressers, Hairstylists, and Cosmetologists – Self-employed was developed locally.

## **SURVEY PROCEDURES**

To collect the information from employers and others, the local LMI staff used the following procedures:

1. The Program Coordinator chose a mail survey as an initial step of data collection. An employer who did not respond to the first questionnaire received a second one after ten working days. After a second deadline date, staff called the employer for the information if the questionnaire was needed to reach the response goal.
2. Prior to the first mailing, staff called each employer on EDD's list to verify if they hired in that occupation. They checked the company's name, address, telephone number; and obtained the name of an appropriate contact person. Staff encouraged employers to participate in the program. Employers were eliminated from the list if they did not employ in the occupation.
3. The survey was started the first week of May, 2000, and completed the fourth week of August, 2000.
4. Staff reviewed the returned questionnaires for accuracy and completeness. If the answers were unclear or conflicted with other information, staff called the contact persons to get correct information.
5. If a sufficient number of responses (approximately 50 percent) could not be obtained, other employers were contacted.
6. If additional information about an occupation was needed, staff interviewed employers and persons from training schools and the community college.

# *Survey Methods, continued*

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## **TABULATION AND RESULTS**

Local CCOIS staff entered survey responses into a database and tabulations were produced. From the tabulations, the Program Coordinator analyzed and prepared the final occupational summaries. EDD's Site Analyst reviewed and approved the final report. Each occupational summary provides information on firms' requirements, employment trends, wages and benefits, and other information.

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

Responses to open-ended questions were included in the summaries unless otherwise noted in the "Guide to Occupational Summaries" section.

The number of responses to those questions that were optional for employers to answer are shown after the respective information. For example, "Out of 22 firms, 20 answered this question." If this statement is not shown, the question was mandatory to answer; therefore, all employers responded.

Specific employer information is and will remain confidential.

# *Guide to 2000 Occupational Summaries*

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Following are key terms and descriptions of each section of the 2000 Occupational Summaries. The terms and guidelines used are standard for all Service Delivery Areas (SDA) or Workforce Investment Boards (WIB) participating in the CCOIS program, lending consistency to area comparisons. The 2000 Occupational Summaries have been reorganized and use different titles than previous years.

## **DESCRIPTION OF OCCUPATION**

Descriptions are taken from the Occupational Employment Statistics Dictionary, published by the U.S. Department of Labor. If a surveyed occupation does not have an OES number, the description is taken from the Dictionary of Occupational Titles.

## **EMPLOYER REQUIREMENTS**

**Education** shows the minimum level of education that firms require when hiring an applicant. Employers were asked to check one level of education only from the choices: less than high school diploma, high school diploma or equivalent, Associate Degree (2 year), Bachelor Degree (4 year), or Graduate Study. All categories are included in the occupational summaries showing the percentage of responses. While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report.

**Work experience required** shows the percentage of responding employers who stated prior experience in the occupation is required, not required, or not required but preferred. Employers were also asked if they would accept experience in another occupation.

**Training** shows the percentage of responding employers who stated they accept or do not accept training as a substitute for experience. Employers also were asked if technical or vocational training is required, not required, or not required but preferred prior to employment.

**Skills, licenses and other requirements** are shown in each summary when applicable. **Skills** needed for job entry lists skills desired for each occupation. The data is taken from LMID's skills database. The skills in the database are categorized as **technical, physical, personal, and basic**. Occasionally one or two categories were not shown on LMID's list and, therefore, not shown on the report.

Licensing and other requirements information was taken from the **California Professional & Business License Handbook, Sixth Edition**, 1999, co-sponsored by the State of California, Governor Gray Davis, California Trade & Commerce Agency, and EDD.

**Computer software skills** lists the number of responding employers who stated they seek applicants with skills in word processing, spreadsheet, database or desktop publishing programs.



# *Guide to 2000 Summaries, continued*

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## **SUPPLY AND DEMAND**

**Supply and demand** terms used in this section refer to the relative difficulty employers experience in locating qualified applicants for entry and experienced positions in the occupation.

<b>Very difficult</b>	Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when openings exist.
<b>Moderately difficult</b>	Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.
<b>Not difficult</b>	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Supply and demand terms are listed separately for inexperienced and experienced workers unless the supply and demand is the same. In that case, the term applicant applies for both inexperienced and experienced workers.

**Turnover** shows the number of people hired during the last 12 months and is listed with reasons for employment.

**Recruitment Methods** data is obtained from employer surveys. The top three most successful recruitment methods reported for the occupation are listed.

## **SIZE OF OCCUPATION**

**Size of occupation** is taken from data prepared by EDD. Occupation data for the 2000 report is from Table 6, of the "Occupational Employment Projections, 1995-2002, Mother Lode Consortium," pages D-4 through D-13, of the **Projections and Planning Information, Tuolumne County**, published by State of California/ Employment Development Department/Labor Market Information Division in June 1998. Whenever an occupation was not listed in the "Projections," the words "Not Available" appear on the size and growth lines of the report. The terms **small, medium, large, and very large** used to describe the size refer to the estimated number of workers in the survey area using the following scale:

<b>Small</b>	Less than 57
<b>Medium</b>	57 to 114
<b>Large</b>	115 to 247
<b>Very large</b>	248 and above

**Gender** information is taken from survey responses.

**Where the Jobs are** lists the industries represented by the employers who responded to the survey and Occupation Forecast Information published by EDD, December 1998. Industry titles are taken from the corresponding SIC codes shown in the "Numerical List of Short Titles" section of the **Standard Industrial Classification** Manual published in 1987. Whenever two or more industry titles were similar, the Program Coordinator (based on professional knowledge) combined the two titles into one to avoid redundancy.

# *Guide to 2000 Summaries, continued*

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## **WAGES AND BENEFITS**

**Hourly wage** information is obtained from employers' responses. Results are reported for three levels of experience defined as follows:

<b>New Hires, No Experience</b>	Wage paid to persons trained but without paid experience in the occupation.
<b>New Hires, Experienced</b>	Wage paid to journey-level or experienced persons just starting at the firm.
<b>Experienced, 3 Years With Firm</b>	Wages generally paid to persons with more than three years' journey-level experience at the firm

Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Wages are reported to the nearest cent for all wage ranges and median wage. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

The Occupational Outlook Report has at least one and sometimes two wage sections, dependent upon the percentage of employers who state that the wages for their employees in the occupation are subject to a union or collective bargaining agreement. One wage section, entitled "Wages (Union, Non-Union, and Union Undetermined)" is used when the percentage of employers that have employees who are subject to a union or collective bargaining agreement is either greater than 80% or less than 20%. Two wage sections occur when the percentage of employers employing employees who are subject to a union or collective bargaining agreement is from 20% to 80%. The two sections are entitled: "Wages (Non-Union and Union Undetermined)" and "Wages (Union)". Even if union circumstances indicate two sections, it may be necessary to show only one wage section in order to protect confidentiality.

**Hours** are the average weekly hours and are shown as "weighted averages" by the number of employees.

**Shift** information is obtained from employers' responses.

**Benefits** includes all categories in the summaries except the "other" category. Because most employers did not list an "other" benefit, none are shown in the summaries. The percentages are based on employers responding to the survey regardless of whether they have full or part-time employees.

**Projections** show the growth rate of an occupation. **Growth rate** describes the expected growth for the 1999 occupational summaries' outlook period. One of several standard terms is used as follows:

<b>Much faster than average</b>	= 1.50 times average or more
<b>Faster than average</b>	= 1.10 to but not including 1.50 times average
<b>Average</b>	= .90 to but not including 1.10 times average
<b>Slower than average</b>	= Less than .90 times average
<b>No significant change, or remain stable</b>	
<b>Slow decline</b>	

Projections also show whether responding employers expect the firm's employment to decline, remain stable, or grow over the next 24 months. Percentages of each category's responses are shown in each occupational summary.

# *Guide to 2000 Summaries, continued*

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## **OTHER INFORMATION**

**Promotional Opportunities** data is obtained from responding employers who state promotional opportunities exist for the occupation. All responses are included in the summaries. Whenever the promotional job titles were similar, the Program Coordinator (based on professional knowledge) combined them to avoid redundancy.

**Additional references** listed in the report are as follows:

**Occupational Outlook Handbook (OOH)** 1998-1999 Edition, U.S. Department of Labor.

**California Occupational Guide (COG) Bulletin**, published by the Labor Market Information Division, California State Employment Development Department. The **Guides** are also available through LMID's home page on the Internet: <http://www.calmis.ca.gov>.

**California Professional & Business License Handbook, Sixth Edition**, 1999, co-sponsored by the State of California, Governor Gray Davis, California Trade & Commerce Agency, and EDD.

Additional California labor market information and EDD services can be obtained through LMID's home page on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING AND EDUCATION PROVIDERS (CTEP)**

Training providers within the consortium are listed when they provide vocational training for the occupation. Training provider information is taken from the **California Training and Education Providers, 1999 Edition**, produced by the California Employment Development Department (EDD), Labor Market Information Division (LMID), the California Cooperative Occupational Information System (CCOIS) Group and the California Occupational Information Coordination Committee (COICC).

## **KEY TERMS**

When reference is made to “**all, almost all, most, many, some, or few**” of the survey respondents, the following guidelines apply:

**All**—100%

**Almost All** employers—80% up to but not including 100%

**Most** employers—60% up to but not including 80%

**Many** employers—40% up to but not including 60%

**Some** employers—20% up to but not including 40%

**Few** employers—less than 20%

# *2000 Occupational Summaries*

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The twenty-five occupational summaries listed below appear in this section. Data for these occupations were collected the summer of 2000.

The occupations studied were selected by MLJT and community members from each county to determine if the occupation

- Had a substantial employment base in the survey area
- Had a substantial number of projected job openings
- Had a potential salary of \$7/hr
- Met a local need

Changing economic conditions after each year's survey period could alter the results presented in these summaries.

## *2000 Occupations Surveyed*

Accountants and Auditors  
Automotive Mechanics  
Carpenters  
Cooks-Institution or Cafeteria  
Cooks-Specialty Fast Food  
Counter and Rental Clerks  
Dining Room and Cafeteria Attendants and Bartender Helpers  
Financial Managers  
First Line Supervisors and Manager/Supervisors- Production and Operating Workers  
First Line Supervisors and Manager/Supervisors-Construction Trades and Extractive Workers  
Guards and Watch Guards  
Hairdressers, Hairstylists, and Cosmetologists  
Marketing, Advertising, and Public Relations Managers  
Pharmacists  
Physical Therapy Aides  
Physical Therapy Assistants  
Police Patrol Officers  
Recreation Workers  
Sheriffs and Deputy Sheriffs  
Social Workers – Medical and Psychiatric  
State-Highway Police Officers  
Stock Clerks – Stockroom, Warehouse, Storage Yard  
Teachers – Elementary School  
Teachers – Secondary School  
Water and Liquid Waste Treatment Plant and System Operators

# ACCOUNTANTS AND AUDITORS

OES CODE: 211140

17 Firms Responding - 42 Employees Represented

## **DESCRIPTION OF OCCUPATION**

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

## **COMPUTER SOFTWARE SKILLS**

The following number of responding employers reported they seek applicants with:

Word Processing	12	Spreadsheet	16
Database	9	Desktop Publishing	0

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Some	(29%)
Associate Degree (2 Year)	Some	(24%)
Bachelor Degree (4 Year)	Many	(47%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience				
Required	82%	0%	18%	0%
Other Occupational				
Experience Accepted	35%	65%		0%
Training in Lieu				
Of Experience Accepted	24%	76%		0%
Technical/Vocational				
Training Required	29%	65%	6%	0%

## **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

Technical: Able to conduct an audit and write effectively. Possess business math, budget analysis, verbal presentation, problem solving, and analytical skills, and knowledge of computerized accounting systems.

Physical: Able to sit continuously for 2 or more hours and lift at least 10 lbs. repeatedly.

Personal: Able to read and comprehend information quickly, pay attention to detail, make decisions, and work independently and under pressure. Possess interpersonal and customer service skills and a willingness to work with close supervision.

Basic: Able to read and follow directions and write legibly. Possess oral communication skills.

### **Positions requiring license or certification:**

Certified Public Accountant and Public Accountant.

## **SUPPLY and DEMAND**

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Moderately Difficult
Inexperienced:	Moderately Difficult

## **TURNOVER**

Responding employers reported a total of 10 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Many	(50%)
Employees Leaving	Many	(50%)
Promotions	None	(0%)
Temporary	None	(0%)

## **RECRUITMENT METHODS**

(Out of 17 firms, 17 answered this question.)

The three most successful recruitment methods used by responding employers are:

Newspaper Ads	Almost All	(88%)
In-House Promotion or Transfer	Many	(47%)
Employee Referrals	Many	(41%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION:** Large (153 to 172)

<b><u>GENDER:</u></b> Female employees	30	(71%)
Male employees	12	(29%)

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Accounting, auditing, and bookkeeping firms  
Local government  
Amusement and recreation firms

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2000

# ACCOUNTANTS AND AUDITORS

**OES CODE: 211140**

**17 Firms Responding - 42 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	9.63-12.31	12.03
New Hires, Experienced	7.00-19.64	12.92
Experienced, 3 Years w/Firm	10.00-22.75	14.85

(18% of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Almost all	(90%)
Part Time, avg 23 hrs/wk	Few	(10%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 17 firms, 17 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

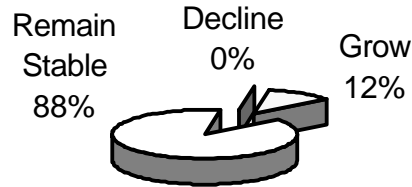
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	53%	0%	41%	0%	0%	0%
Dental	47%	0%	35%	0%	6%	0%
Vision	59%	0%	24%	0%	0%	0%
Life	35%	0%	24%	0%	0%	0%
Sick	65%	0%	6%	0%	0%	0%
Vacation	88%	6%	6%	0%	0%	0%
Retirement	47%	6%	24%	0%	12%	0%
Child Care	12%	0%	0%	0%	18%	0%

## **PROJECTIONS**

Growth Rate, 1995-2002: 12.4%, Slower than average.

*Responding employers expect this occupation's employment over the next 24 months to:*



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 17 firms, 17 firms responded)

*Many (59%) of responding employers may promote employees to one or more of the following:*

Partner, controller, auditor, accounting supervisor, finance director, accountant II, senior accountant, fiscal services manager, assistant finance director.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 20; the California Occupational Guides, No. 1; and the California Professional & Business License Handbook, Sixth Edition 1999, page 44. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

Columbia College  
11600 Columbia College Drive  
(209) 588-5250  
*Business Administration, Accounting*

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**

# AUTOMOTIVE MECHANICS

OES CODE: 853020

19 Firms Responding - 99 employees represented

## **DESCRIPTION OF OCCUPATION**

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Not included are: Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	Few	(16%)
High School Diploma or Equivalent	Most	(79%)
Associate Degree (2 Year)	Few	(5%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	Yes	No	Preferred	No Response
Work Experience				
Required	89%	5%	5%	0%
Other Occupational				
Experience	11%	79%		10%
Training in Lieu				
Of Experience	32%	63%		5%
Technical/Vocational				
Training Required	26%	26%	47%	0%

## **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

**Technical:** Able to use service manuals, implement safe work practices, operate electronic automotive diagnostic equipment, repair brakes, repair vehicle air conditioners, tune up engines, repair emission controls, repair fuel injection systems. Possess certificates for Certified Smog Control Mechanic, Auto Service Excellence (ASE) and auto air conditioning maintenance and repair. Possess valid driver's license and problem solving and front end alignment skills

**Physical:** Able to work in awkward positions, stand continuously for 2 or more hours, and lift at least 50 lbs. repeatedly. Possess good eye-hand coordination.

**Personal:** Able to work independently, make decisions, and work with close supervision. Possess mechanical aptitude, public contact skills, interpersonal skills, and a good DMV driving record.

**Basic:** Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

### **Positions requiring license or certification:**

Brake/Lamp Adjuster, Emissions Control Systems Technician

## **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	2	Spreadsheet	2
Database	4	Desktop Publishing	0

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Very Difficult
Inexperienced:	Moderately Difficult

## **TURNOVER**

*Responding employers reported a total of 31 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Some	(26%)
Employees Leaving	Many	(58%)
Promotions	Few	(13%)
Temporary	Few	(3%)

## **RECRUITMENT METHODS**

(Out of 19 firms, 19 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Newspaper Ads	Most	(63%)
Employee Referrals	Many	(58%)
Walk-In Applicants	Many	(53%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION:** Large (226 to 273)

<b><u>GENDER:</u></b> Female employees	6	(6%)
Male employees	93	(94%)

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

New and used car dealers  
General automotive repair shops  
Gasoline service stations  
Automotive repair shops

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODGE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2000

# AUTOMOTIVE MECHANICS

OES CODE: 853020

19 Firms Responding - 99 employees represented

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	Range	Median
New Hires, No Experience	12.05-13.00	12.53
New Hires, Experienced	6.50-14.66	10.00
Experienced, 3 Years w/Firm	7.50-20.00	14.00

(11% of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Almost All	(94%)
Part Time, avg 23 hrs/wk	Few	(4%)
Temporary/On Call, avg 10 hrs/wk	Few	(1%)
Seasonal, avg 20 hrs/wk	Few	(1%)

## **SHIFTS**

(Out of 19 firms, 19 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts (On-call)	Few	(5%)

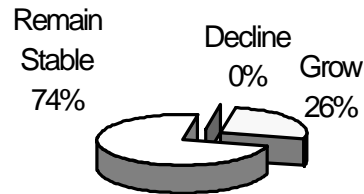
## **BENEFITS**

	Employer Pays All		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	68%	0%	11%	0%	0%	0%
Dental	37%	0%	0%	0%	0%	0%
Vision	26%	0%	5%	0%	0%	0%
Life	21%	0%	0%	0%	0%	0%
Sick	32%	0%	0%	0%	0%	0%
Vacation	79%	5%	0%	0%	0%	0%
Retirement	26%	0%	11%	0%	0%	0%
Child Care	5%	0%	0%	0%	0%	0%

## **PROJECTIONS**

Growth Rate, 1995-2002: 20.8%, Faster than average.

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

Many (53%) of responding employers may promote employees to one or more of the following:

Driver manager, tow supervisor, service manager, service writer, manager, assistant manager, garage foreman, equipment mechanic supervisor, rebuilders, shop boss, lead technician, shop foreman, leadman I, II.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 382; the California Occupational Guides, No. 24 ; and the California Professional & Business License Handbook, Sixth Edition 1999, page 49. For California labor market and occupational information on the Internet:

<http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

Columbia College  
11600 Columbia College Drive  
Sonoma, CA 95370  
(209) 588-5100  
*Automotive Technology*

Amador County Regional Occupation Programs  
217 Rex Avenue  
Jackson, CA 956642  
(209) 223-1750  
*Auto Service*

Calaveras County Regional Occupational Program  
PO Box 208  
Altaville, CA 95221  
(209) 736-8365  
*Automotive*

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2000



# CARPENTERS

OES CODE: 871020

15 Firms Responding - 72 Employees Represented

## **DESCRIPTION OF OCCUPATION**

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Not included are: Cabinetmakers and Bench Carpenters.

## **COMPUTER SOFTWARE SKILLS**

The following number of responding employers reported they seek applicants with:

Word Processing	1	Spreadsheet	0
Database	0	Desktop Publishing	0

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	Many	(53%)
High School Diploma or Equivalent	Many	(47%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	Yes	No	Preferred	No Response
Work Experience				
Required	73%	0%	27%	0%
Other Occupational				
Experience	27%	73%		0%
Training in Lieu				
Of Experience	53%	47%		0%
Technical/Vocational				
Training Required	0%	67%	33%	0%

### **SKILLS, LICENSES and OTHER REQUIREMENTS**

Skills needed for job entry:

**Technical:** Able to read blueprints, working drawings, and operate power hand tools. Possess shop math, remodeling, finish carpentry, rough carpentry and surface preparation skills.

**Physical:** Able to climb to high places, perform strenuous, physically demanding work, tolerate cigarette smoke, stand continuously for 2 or more hours, and lift at least 50 lbs. repeatedly. Possess agility and coordination.

**Personal:** Able to provide own hand tools, work independently and with close supervision. Possess a reliable vehicle, auto insurance, and good DMV driving record.

**Basic:** Able to read and follow instructions. Possess oral communication skills.

### **Positions requiring license or certification:**

No license or certification required.

## **SUPPLY and DEMAND**

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very Difficult
Inexperienced:	Not Difficult

### **TURNOVER**

Responding employers reported a total of 46 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Some	(22%)
Employees Leaving	Most	(74%)
Promotions	None	(0%)
Temporary	Few	(4%)

### **RECRUITMENT METHODS**

(Out of 15 firms, 15 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Almost All	(93%)
Walk-In Applicants	Most	(73%)
Newspaper Ads	Many	(40%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION:** Very Large (317 to 343)

<b>GENDER:</b> Female employees	1	(1%)
Male employees	71	(99%)

## **WHERE THE JOBS ARE** (in survey area)

Major employing industries:

Single-family housing and non-residential construction contractors  
Painting and paper hanging, roofing, siding contractors  
Sheet metal work contractors

# CARPENTERS

OES CODE: 871020

15 Firms Responding - 72 Employees Represented

## WAGES and BENEFITS (June/August 2000)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	7.00-8.00	7.25
New Hires, Experienced	8.00-21.00	12.00
Experienced, 3 Years w/Firm	14.00-25.00	18.00

(0% of responding employers employ union workers in this occupation.)

## TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Almost All	(95%)
Part Time, avg 23 hrs/wk	Few	(4%)
Temporary/On Call, avg 40 hrs/wk	Few	(1%)
Seasonal, avg 0 hrs/wk	None	(0%)

## SHIFTS

(Out of 15 firms, 15 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

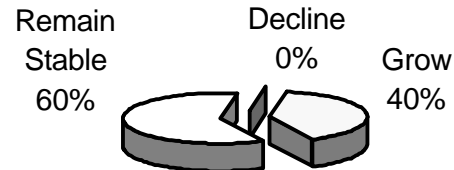
## BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	21%	0%	0%	0%	7%	0%
Dental	7%	0%	0%	0%	0%	0%
Vision	0%	0%	0%	0%	0%	0%
Life	0%	0%	0%	0%	0%	0%
Sick	14%	0%	0%	0%	0%	0%
Vacation	36%	0%	0%	0%	0%	0%
Retirement	21%	0%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

## PROJECTIONS

Growth Rate, 1995-2002: 8.2%, Slower than average.

Responding employers expect this occupation's employment over the next 24 months to:



## OTHER INFORMATION

### PROMOTIONAL OPPORTUNITIES

Almost All (80%) of responding employers may promote employees to one or more of the following:

Foreman, leadman, superintendent, lead carpenter, project superintendent, supervisor, master carpenter, journeyman carpenter, project manager, job supervisor, job superintendent.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 413; the California Occupational Guides, No. 169. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

Amador County Regional Occupational Program  
217 Rex Avenue  
Jackson, CA 95642  
(209) 223-1750  
Construction Technology

Tuolumne County Regional Occupational Program  
430 N. Washington Street  
Sonora, CA 95370  
(209) 533-0423  
Building Construction

# COOKS -- INSTITUTION OR CAFETERIA

OES CODE: 650280

15 Firms Responding - 93 Employees Represented

## **DESCRIPTION OF OCCUPATION**

Institution or Cafeteria Cooks, prepare and cook family-style meals for institutions, such as schools, hospitals, or cafeterias. They usually prepare meals in large quantities rather than to individual order. They may cook for employees in office buildings or other large facilities.

## **COMPUTER SOFTWARE SKILLS**

The following number of responding employers reported they seek applicants with:

Word Processing	4	Spreadsheet	1
Database	1	Desktop Publishing	0

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	All	100%
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience				
Required	60%	0%	40%	0%
Other Occupational				
Experience Accepted	40%	60%		0%
Training in Lieu				
Of Experience Accepted	47%	53%		0%
Technical/Vocational				
Training Required	20%	53%	27%	0%

## **SKILLS, LICENSES and OTHER REQUIREMENTS**

Skills needed for job entry:

Technical: Food preparation and institutional cooking skills.

Physical: Able to pass a pre-employment medical examination, stand or sit continuously for 2 or more hours, lift at least 50 lbs. repeatedly.

Personal: Willingness to work independently and with close supervision.

Basic: Able to read and follow instructions and possess oral communication skills.

### **Positions requiring license or certification:**

No license or certification required.

## **SUPPLY and DEMAND**

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Moderately Difficult
Inexperienced:	Very Difficult

## **TURNOVER**

Responding employers reported a total of 30 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Few	(13%)
Employees Leaving	Most	(73%)
Promotions	Few	(10%)
Temporary	Few	(3%)

## **RECRUITMENT METHODS**

(Out of 15 firms, 15 answered this question.)

The three most successful recruitment methods used by responding employers are:

Newspaper Ads	Most	(67%)
In-House Promotion or Transfer	Many	(40%)
Employee Referrals	Some	(33%)

## **SIZE OF OCCUPATION**

<b><u>SIZE OF OCCUPATION:</u></b>	Large	(152 to 168)
<b><u>GENDER:</u></b> Female employees	44	(47%)
Male employees	49	(53%)

## **WHERE THE JOBS ARE** (in survey area)

Major employing industries:

Correctional institutions  
Elementary and secondary schools  
Hotels and government

# COOKS -- INSTITUTION OR CAFETERIA

OES CODE: 650280

15 Firms Responding - 93 Employees Represented

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

### *Wages (Union)*

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	7.56-10.36	9.12
New Hires, Experienced	6.18-16.27	11.62
Experienced, 3 Years w/Firm	8.18-19.79	12.84

### *Wages (Non-Union, and Union Undetermined)*

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	5.75-8.25	5.75
New Hires, Experienced	5.75-12.43	8.13
Experienced, 3 Years w/Firm	5.75-13.91	9.63

(60% of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Almost All	(90%)
Part Time, avg 22 hrs/wk	Few	(7%)
Temporary/On Call, avg 40 hrs/wk	Few	(2%)
Seasonal, avg 40 hrs/wk	Few	(1%)

## **SHIFTS**

(Out of 15 firms, 15 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	All	(100%)
Swing	Some	(33%)
Graveyard	Few	(7%)
Other Shifts	None	(0%)

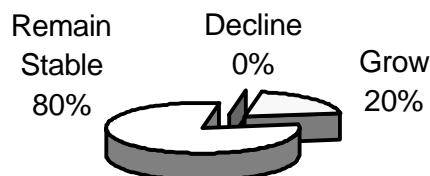
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	14%	0%	79%	7%	0%	0%
Dental	14%	0%	71%	7%	0%	0%
Vision	29%	0%	50%	7%	0%	0%
Life	36%	0%	0%	0%	0%	0%
Sick	79%	0%	0%	0%	0%	0%
Vacation	93%	0%	0%	0%	0%	0%
Retirement	21%	0%	64%	7%	0%	0%
Child Care	0%	0%	7%	0%	0%	0%

## **PROJECTIONS**

*Growth Rate, 1995-2002: 10.5%, Slower than average.*

*Responding employers expect this occupation's employment over the next 24 months to:*



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

*Many (53%) of responding employers may promote employees to one or more of the following:*

Sous chef, pantry chef, junior cook, station cook, c cook, cook/manager, supervisor, cook II, supervising cook I & II, assistant food manager, food manager

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 336; the California Occupational Guides, No. 93; For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

Columbia College  
11600 Columbia College Drive  
Sonora, CA 95370  
(209) 588-5100  
*Hospitality Management*

Columbia School of Culinary Arts  
PO Box 330, 11755 Coursegold Lane  
Columbia, CA 95310  
*Culinary Arts Program*

Tuolumne County Regional Occupational Programs  
430 N. Washington Street  
Sonora, CA 95370  
(209) 533-0423  
*Food Service*

# COOKS – SPECIALTY FAST FOOD

OES CODE: 650320

19 Firms Responding - 183 Employees Represented

## DESCRIPTION OF OCCUPATION

Specialty Fast Food Cooks prepare and cook food in a fast food restaurant with a limited menu. The menu and duties of the cooks are limited to one or two basic items, such as hamburgers, chicken, pizza, tacos, or fish and chips. The duties of the cook normally involve operating large volume single purpose cooking equipment. Typically, these cooks work in regional or national fast food chain restaurants.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	Almost All	(89%)
High School Diploma or Equivalent	Few	(11%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience				
Required	5%	68%	26%	0%
Other Occupational				
Experience Accepted	16%	16%		68%
Training in Lieu				
Of Experience Accepted	16%	16%		68%
Technical/Vocational				
Training Required	0%	100%	0%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

Technical: Possess food preparation skills.

Physical: Able to stand continuously for 2 or more hours.

Personal: Able to interact well with others, learn from on-the-job training, work independently and under pressure. Possess customer service and public contact skills and a willingness to work nights and with close supervision.

Basic: Able to read and follow written and oral instructions. Possess oral communication skills.

### Positions requiring license or certification:

No license or other certification needed.

## COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	0	Spreadsheet	0
Database	0	Desktop Publishing	0

## SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very Difficult
Inexperienced:	Moderately Difficult

## TURNOVER

Responding employers reported a total of 189 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Few	(1%)
Employees Leaving	Almost All	(99%)
Promotions	None	(0%)
Temporary	None	(0%)

## RECRUITMENT METHODS

(Out of 19 firms, 19 answered this question.)

The three most successful recruitment methods used by responding employers are:

Newspaper Ads	Many	(53%)
Walk-In Applicants	Many	(47%)
Word of Mouth	Most	(42%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** Very Large (221 to 264)

<b>GENDER:</b> Female employees	99	(54%)
Male employees	84	(46%)

## WHERE THE JOBS ARE (in survey area)

Major employing industries:

Eating places  
Drinking places

# COOKS – SPECIALTY FAST FOOD

**OES CODE: 650320**

**19 Firms Responding - 183 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	5.75-6.75	5.75
New Hires, Experienced	5.75-8.00	5.75
Experienced, 3 Years w/Firm	5.75-10.00	7.65

(0% of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 38 hrs/wk	Many	(40%)
Part Time, avg 25 hrs/wk	Most	(60%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 19 firms, 19 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	Almost All	(89%)
Swing	Almost All	(89%)
Graveyard	Few	(5%)
Other Shifts	Few	(11%)

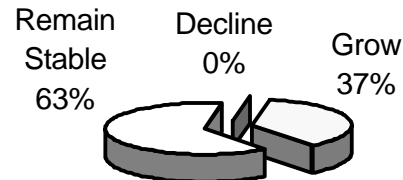
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	5%	0%	5%	0%	5%	0%
Dental	0%	0%	0%	0%	0%	0%
Vision	0%	0%	0%	0%	0%	0%
Life	0%	0%	5%	0%	0%	0%
Sick	0%	0%	0%	0%	0%	0%
Vacation	32%	5%	0%	0%	0%	0%
Retirement	5%	5%	5%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

Growth Rate, 1995-2002: 19.5%, Average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

Most (74%) of responding employers may promote employees to one or more of the following:

Shift manager, assistant manager, store manager, general manager, manager, shift supervisor, shift leader, supervisor, management trainee, crew manager, key carrier, first assistant manager

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 336; the California Occupational Guides, No. 366. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

Columbia College  
11600 Columbia College Drive  
Sonora, CA 95370  
(209) 588-5100  
Hospitality Management

Tuolumne County Regional Occupational Programs  
430 N. Washington Street  
Sonora, CA 95370  
(209) 533-0423  
Food Service

# COUNTER AND RENTAL CLERKS

OES CODE: 490170

15 Firms Responding - 114 Employees Represented

## **DESCRIPTION OF OCCUPATION**

Counter and Rental Clerks receive articles and/or orders for services, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	Many	(47%)
High School Diploma or Equivalent	Many	(53%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	0%	60%	40%	0%
Other Occupational Experience Accepted	40%	0%		60%
Training in Lieu Of Experience Accepted	27%	13%		60%
Technical/Vocational Training Required	0%	100%	0%	0%

### **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

Technical: Able to use a calculator. Possess cash handling skills.

Physical: Able to stand continuously for 2 or more hours.

Personal: Able to work independently and with close supervision. Possess customer service skills.

Basic: Able to read and follow written instructions. Possess basic math and oral communication skills.

### **Positions requiring license or certification:**

No license or certification required.

### **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	3	Spreadsheet	0
Database	1	Desktop Publishing	0

### **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Not Difficult
Inexperienced:	Very Difficult

### **TURNOVER**

*Responding employers reported a total of 68 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Few	(6%)
Employees Leaving	Many	(44%)
Promotions	Few	(7%)
Temporary	Many	(43%)

### **RECRUITMENT METHODS**

(Out of 15 firms, 15 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Many	(53%)
Walk-In Applicants	Many	(53%)
Newspaper Ads	Many	(47%)

### **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION:** Large (181 to 247)

<b>GENDER:</b> Female employees	68	(60%)
Male employees	46	(40%)

### **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Amusement and recreation facilities  
Physical fitness facilities  
Video tape rental stores  
Hotels  
Gasoline service stations

# COUNTER AND RENTAL CLERKS

**OES CODE: 490170**

**15 Firms Responding - 114 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	5.75-7.50	5.75
New Hires, Experienced	5.75-8.50	6.50
Experienced, 3 Years w/Firm	6.25-11.00	7.25

(0% of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 41 hrs/wk	Many	(41%)
Part Time, avg 18 hrs/wk	Some	(29%)
Temporary/On Call, avg 7 hrs/wk	Few	(1%)
Seasonal, avg 26 hrs/wk	Some	(29%)

## **SHIFTS**

(Out of 15 firms, 15 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	Almost All	(93%)
Swing	Many	(53%)
Graveyard	Few	(7%)
Other Shifts	Few	(13%)

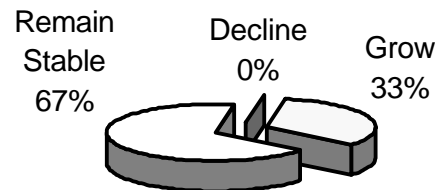
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	33%	7%	20%	0%	0%	0%
Dental	20%	0%	7%	0%	0%	0%
Vision	0%	0%	7%	0%	0%	0%
Life	20%	0%	7%	0%	0%	0%
Sick	27%	7%	7%	0%	0%	0%
Vacation	33%	7%	7%	0%	0%	0%
Retirement	7%	0%	13%	0%	0%	0%
Child Care	7%	0%	0%	0%	0%	0%

## **PROJECTIONS**

Growth Rate, 1995-2002: 36.5%, Much Faster Than Average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 15 firms, 15 answered this question.)

Most (73%) of responding employers may promote employees to one or more of the following:

Sales supervisor, supervisor, pro shop, back room technician, assistant manager, senior assistant manager, manager, office, general manager, assistant head professional, tournament director, floor personnel, membership activities

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 262; the California Occupational Guides, No. 511. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

None provided in survey area.



# DINING ROOM AND CAFETERIA ATTENDANTS AND BARTENDER HELPERS

**OES CODE: 650140**

**15 Firms Responding - 143 Employees Represented**

## **DESCRIPTION OF OCCUPATION**

Dining Room and Cafeteria Attendants, and Bartender Helpers perform any combination of duties to facilitate food service. They carry dirty dishes from the dining room to the kitchen, replace soiled table linens and set tables with silverware and glassware, and replenish supply of clean linens, silverware, glassware, and dishes. They supply services bar with food, such as soups, salads, and desserts, and serve ice water and butter to patrons. They may also serve coffee to patrons and wash tables.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	Many	(47%)
High School Diploma or Equivalent	Many	(53%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience				
Required	20%	47%	33%	0%
Other Occupational				
Experience Accepted	13%	40%		47%
Training in Lieu				
Of Experience Accepted	20%	33%		47%
Technical/Vocational				
Training Required	7%	80%	13%	0%

## **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

Technical: None listed.

Physical: Stand continuously for 2 or more hours.

Personal: Able to work independently. Possess good grooming and public contact skills and a willingness to work with close supervision.

Basic: Able to read and follow written and oral instructions. Possess oral communication skills.

### **Positions requiring license or certification:**

No license or certification required.

## **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	1	Spreadsheet	1
Database	0	Desktop Publishing	0

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Moderately Difficult
Inexperienced:	Not Difficult

## **TURNOVER**

*Responding employers reported a total of 76 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Few	(3%)
Employees Leaving	Almost All	(86%)
Promotions	Few	(1%)
Temporary	Few	(11%)

## **RECRUITMENT METHODS**

(Out of 15 firms, 15 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Newspaper Ads	Most	(67%)
Employee Referrals	Most	(60%)
Walk-In Applicants	Many	(47%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION:** Large (169 to 209)

**GENDER:** Female employees 96 (67%)  
Male employees 47 (33%)

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Hotels  
Elementary and secondary schools  
Eating places  
Sporting and recreational camps

# DINING ROOM AND CAFETERIA ATTENDANTS AND BARTENDER HELPERS

**OES CODE: 650140**

**15 Firms Responding - 143 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Non-Union, and Union Undetermined)

	Range	Median
New Hires, No Experience	5.75-6.00	5.75
New Hires, Experienced	5.75-6.00	5.75
Experienced, 3 Years w/Firm	5.75-6.50	5.75

Wages (Union)

	Range	Median
New Hires, No Experience	8.06-9.26	8.66
New Hires, Experienced	5.98-10.22	8.91
Experienced, 3 Years w/Firm	7.23-11.28	9.35

(20% of responding employers employ union workers in this occupation. Most [73%] responding employers report employees receive tips ranging from \$.29 to \$3.75 per hour.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Many	(47%)
Part Time, avg 19 hrs/wk	Many	(40%)
Temporary/On Call, avg 15 hrs/wk	Few	(3%)
Seasonal, avg 35 hrs/wk	Few	(10%)

## **SHIFTS**

(Out of 15 firms, 15 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	Almost All	(80%)
Swing	Many	(40%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

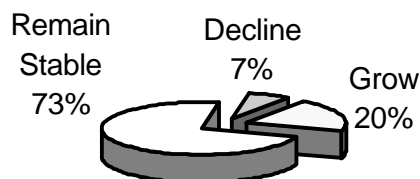
## **BENEFITS**

	Employer Pays All		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	7%	0%	27%	7%	0%	0%
Dental	7%	0%	13%	7%	0%	0%
Vision	7%	0%	13%	7%	0%	0%
Life	7%	0%	0%	0%	0%	0%
Sick	27%	7%	0%	0%	0%	0%
Vacation	27%	13%	0%	0%	0%	0%
Retirement	13%	0%	7%	0%	0%	7%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

Growth Rate, 1995-2002: 23.7%, Faster than average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 15 firms, 15 answered this question.)

Most (67%) of responding employers may promote employees to:

Waiter/waitress, head server, restaurant manager, wait staff, cook, dietary supervisor, food service worker II, cook/baker, cook/manager, food server

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 338; the California Occupational Guides, No. 523. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

Tuolumne County Regional Occupational Program  
430 N. Washington Street  
Sonora, CA 95370  
(209) 533-0423  
Food Service

# FINANCIAL MANAGERS

OES CODE: 130020

19 Firms Responding - 21 Employees Represented

## **DESCRIPTION OF OCCUPATION**

Financial Managers plan, organize, direct, control, or coordinate the financial activities of an organization. Please include managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Some	(26%)
Associate Degree (2 Year)	Few	(16%)
Bachelor Degree (4 Year)	Many	(58%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	95%	0%	5%	0%
Other Occupational Experience Accepted	42%	53%		5%
Training in Lieu Of Experience Accepted	21%	79%		0 %
Technical/Vocational Training Required	21%	79%	0%	0%

## **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

**Technical:** Able to plan and organize the work of others, apply techniques of statistical analysis, understand conventional loans and regulations affecting financial institutions, hire and assign personnel, use computers in accounting applications, use word processing software, apply database management principles, perform advanced mathematical computations, and write effectively. Possess business math, report writing, cost accounting, financial planning, cost analysis, verbal presentation, and problem solving skills.

**Physical:** Able to sit continuously for 2 or more hours and lift at least 10 lbs. repeatedly.

**Personal:** Able to motivate others, make decisions, work independently and under pressure, and read and comprehend information quickly.

**Basic:** Possess oral communication skills.

### **Positions requiring license or certification:**

No license or certification required.

## **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	18	Spreadsheet	18
Database	15	Desktop Publishing	4

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Very Difficult
Inexperienced:	Very Difficult

## **TURNOVER**

*Responding employers reported a total of 5 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	None	(0%)
Employees Leaving	Almost All	(80%)
Promotions	Some	(20%)
Temporary	None	(0%)

## **RECRUITMENT METHODS**

(Out of 19 firms, 19 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Newspaper Ads	Many	(58%)
In-House Promotion or Transfer	Many	(47%)
Employee Referrals	Some	(37%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION:** Large (138 to 166)

<b><u>GENDER:</u></b> Female employees	13	(62%)
Male employees	8	(38%)

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Elementary and secondary schools  
Telephone Communications, excluding radio  
Water supply companies  
Title and abstract offices

# FINANCIAL MANAGERS

OES CODE: 130020

19 Firms Responding - 21 Employees Represented

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	10.39-10.39	10.39
New Hires, Experienced	7.00-31.75	17.85
Experienced, 3 Years w/Firm	8.17-38.90	19.31

(5% of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 41 hrs/wk	Almost All	(95%)
Part Time, avg 0 hrs/wk	None	(0%)
Temporary/On Call, avg 20 hrs/wk	Few	(5%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 19 firms, 19 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

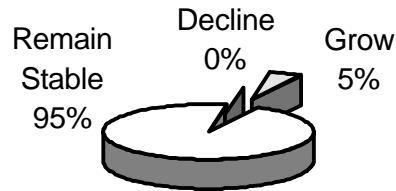
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	53%	0%	47%	0%	0%	0%
Dental	32%	0%	47%	0%	5%	0%
Vision	32%	0%	26%	0%	5%	0%
Life	47%	0%	21%	0%	0%	0%
Sick	84%	0%	0%	0%	0%	0%
Vacation	89%	0%	5%	0%	0%	0%
Retirement	32%	0%	47%	0%	16%	0%
Child Care	5%	0%	0%	0%	11%	0%

## **PROJECTIONS**

Growth Rate, 1995-2002: 20.3%, Average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 19 firms, 19 answered this question)

Many (47%) of responding employers may promote employees to one or more of the following:

Administration manager, general manager, accountant, operations director, sales manager, budget analyst, finance director, assistant superintendent

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 45. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

Columbia College  
11600 Columbia College Drive  
Sonoma, CA 95370  
(209) 588-5100  
Business Administration

# FIRST LINE SUPERVISORS/MANAGERS CONSTRUCTION TRADES AND EXTRACTIVE WORKERS

OES CODE: 810050

16 Firms Responding - 43 Employees Represented

## DESCRIPTION OF OCCUPATION

First Line Supervisors/Managers in the Construction Trades and Extractive Workers directly supervise and coordinate activities of construction or extractive workers. Supervisors/Managers are generally found in small establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. In addition, Supervisors/Managers may also engage, in part, in the same construction work as the workers they supervise.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	Few	(19%)
High School Diploma or Equivalent	Most	(69%)
Associate Degree (2 Year)	Few	(6%)
Bachelor Degree (4 Year)	Few	(6%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	87%	0%	13%	0%
Other Occupational Experience Accepted	19%	75%		6%
Training in Lieu Of Experience Accepted	19%	81%		0%
Technical/Vocational Training Required	13%	69%	19%	0%

### SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

Technical: Able to read blueprints and implement safe work practices.

Physical: Able to work outdoors in all weather conditions, stand for prolonged periods, and tolerate noise and dust.

Personal: Able to set work priorities and work under pressure. Possess a willingness to travel, work overtime and on-call.

Basic: None listed.

### Positions requiring license or certification:

No license or certification required.

## COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	5	Spreadsheet	2
Database	1	Desktop Publishing	0

## SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Moderately Difficult
Inexperienced:	Very Difficult

## TURNOVER

Responding employers reported a total of 4 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Some	(25%)
Employees Leaving	Many	(50%)
Promotions	Some	(25%)
Temporary	None	(0%)

## RECRUITMENT METHODS

(Out of 16 firms, 16 answered this question.)

The three most successful recruitment methods used by responding employers are:

In-House Promotion or Transfer	Many	(50%)
Employee Referrals	Many	(44%)
Newspaper Ads	Many	(44%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** Medium (94 to 110)

<b>GENDER:</b> Female employees	0	(0%)
Male employees	43	(100%)

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:*

Highway and street construction  
General contractors  
Heavy construction contractors  
Plumbing contractors  
Heating and air conditioning contractors  
Excavation work contractors

# FIRST LINE SUPERVISORS/MANAGERS CONSTRUCTION TRADES AND EXTRACTIVE WORKERS

## OES CODE: 810050

### 16 Firms Responding - 43 Employees Represented

#### **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	Range	Median
New Hires, No Experience	8.00-8.00	8.00
New Hires, Experienced	8.00-31.29	19.00
Experienced, 3 Years w/Firm	13.00-32.00	22.00

(19% of responding employers employ union workers in this occupation.)

#### **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Almost All	(98%)
Part Time, avg 0 hrs/wk	None	(0%)
Temporary/On Call, avg 40 hrs/wk	Few	(2%)
Seasonal, avg 0 hrs/wk	None	(0%)

#### **SHIFTS**

(Out of 16 firms, 16 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

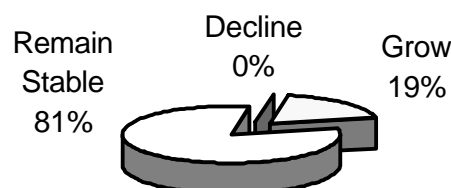
#### **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	56%	0%	19%	0%	6%	0%
Dental	31%	0%	13%	0%	0%	0%
Vision	19%	0%	6%	0%	0%	0%
Life	13%	0%	13%	0%	0%	0%
Sick	44%	0%	0%	0%	0%	0%
Vacation	69%	0%	13%	0%	0%	0%
Retirement	44%	0%	19%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

#### **PROJECTIONS**

Growth Rate, 1995-2002: 17.0%, Average

Responding employers expect this occupation's employment over the next 24 months to:



#### **OTHER INFORMATION**

##### **PROMOTIONAL OPPORTUNITIES**

(Out of 16 firms, 16 answered this question)

Some (31%) of responding employers may promote employees to one or more of the following:

Construction supervisor, construction manager, vice-president, corporation officer, construction superintendent, foreman, supervisor

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 445. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

#### **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

Amador County Regional Occupational Programs  
217 Rex Avenue  
Jackson, CA 95642  
(209) 223-1750  
Construction Technology

Tuolumne County Regional Occupational Programs  
430 N. Washington Street  
Sonora, CA 95370  
(209) 533-0423  
Building Construction

# FIRST LINE SUPERVISORS AND MANAGER/SUPERVISORS- PRODUCTION AND OPERATING WORKERS

OES CODE: 810080

18 Firms Responding - 55 Employees Represented

## DESCRIPTION OF OCCUPATION

First Line Supervisors and Manager/Supervisors of Production and Operating Workers directly supervise and coordinate activities of production and operating workers, such as testers, precision workers, machine setters and operators, assemblers, fabricators, or plant and system operators. Manager/ Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. In addition, Manager/Supervisors may also engage, in part in the same production work as the workers they supervise.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	Few	(17%)
High School Diploma or Equivalent	Most	(67%)
Associate Degree (2 Year)	Few	(6%)
Bachelor Degree (4 Year)	Few	(11%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	72%	11%	17%	0%
Other Occupational Experience Accepted	39%	44%		17%
Training in Lieu Of Experience Accepted	33%	56%		11%
Technical/Vocational Training Required	11%	72%	17%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

**Technical:** Able to conduct performance appraisals, follow safe equipment operating practices, perform assembly work, give oral instructions, analyze data to solve problems, write effectively, implement a progressive discipline process, apply inventory control methods, plan and organize the work of others, explain and follow grievance procedures, and hire and assign personnel. Possess report writing, record keeping, and problem solving skills, and knowledge of specific production processes and technical aspects of subordinates' duties.

**Physical:** Able to stand continuously for 2 or more hours and use hands, arms, and fingers.

**Personal:** Able to set work priorities, motivate others, handle crisis situations, meet deadlines, work independently and under pressure, deal effectively with difficult individuals, manage multicultural workforce, multiple priorities and unexpected situations or circumstances. Possess organizational and interpersonal skills, mechanical aptitude and a willingness to work nights, weekends, and holidays.

**Basic:** Able to write legibly and read and follow instructions. Possess oral communication and basic math skills.

### Positions requiring license or certification:

No license or certification required.

## COMPUTER SOFTWARE SKILLS

*The following number of responding employers reported they seek applicants with:*

Word Processing	7	Spreadsheet	7
Database	5	Desktop Publishing	2

## SUPPLY and DEMAND

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Very Difficult
Inexperienced:	Very Difficult

## TURNOVER

*Responding employers reported a total of 12 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Many	(58%)
Employees Leaving	Many	(42%)
Promotions	None	(0%)
Temporary	None	(0%)

## RECRUITMENT METHODS

(Out of 18 firms, 17 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Newspaper Ads	Many	(50%)
In-House Promotions and Transfers	Some	(39%)
Word of Mouth	Some	(28%)
Employee Referrals	Some	(28%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** Medium (92 to 113)

<b>GENDER:</b> Female employees	7	(13%)
Male employees	48	(87%)

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:*

Sawmills and planing mills, general  
Engineering firms  
Plastic products  
Industrial sand  
Poultry slaughtering and processing plants

# FIRST LINE SUPERVISORS AND MANAGER/SUPERVISORS- PRODUCTION AND OPERATING WORKERS

**OES CODE: 810080**

**18 Firms Responding - 55 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	10.00-16.15	12.00
New Hires, Experienced	7.50-19.27	13.62
Experienced, 3 Years w/Firm	9.50-23.08	16.83

(0% of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 44 hrs/wk	All	(100%)
Part Time, avg 0 hrs/wk	None	(0%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 18 firms, 18 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	All	(100%)
Swing	Few	(17%)
Graveyard	Few	(11%)
Other Shifts	Few	(6%)

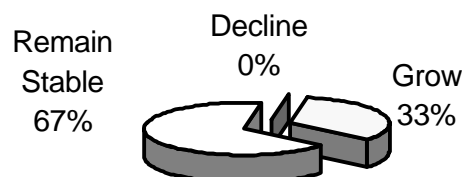
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	50%	0%	39%	0%	0%	0%
Dental	44%	0%	39%	0%	0%	0%
Vision	17%	0%	6%	0%	0%	0%
Life	33%	0%	17%	0%	0%	0%
Sick	50%	0%	0%	0%	0%	0%
Vacation	78%	0%	6%	0%	0%	0%
Retirement	44%	0%	22%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

*Growth Rate, 1995-2002: 22.8%, Faster than Average*

*Responding employers expect this occupation's employment over the next 24 months to:*



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 18 firms, 18 answered this question)

*Many (56%) of responding employers may promote employees to one or more of the following:*

Vice president, production manager, director of operations, shop coordinator, materials manager, superintendent, plant supervisor, design engineer, superintendent/manager

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 445. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

*None provided in survey area.*



# GUARDS AND WATCH GUARDS

OES CODE: 630470

12 Firms Responding - 84 Employees Represented

## **DESCRIPTION OF OCCUPATION**

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	Some	(25%)
High School Diploma or Equivalent	Most	(75%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	Yes	No	Preferred	No Response
Work Experience Required	25%	42%	33%	0%
Other Occupational Experience Accepted	33%	25%		42%
Training in Lieu Of Experience Accepted	33%	25%		42%
Technical/Vocational Training Required	0%	83%	17%	0%

### **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

Technical: Able to write effectively and follow security protection procedures. Possess report writing skills.

Physical: Able to stand continuously for 2 or more hours. Possess good vision and hearing.

Personal: Able to handle crisis situations, work independently, deal effectively with difficult individuals and interact well with others. Possess good grooming and public contact skills, a clean police record, adaptability, and a willingness to work with close supervision and work nights, weekends, and holidays.

Basic: Able to read and follow written and oral instructions and write legibly. Possess oral communication skills.

### **Positions requiring license or certification:**

No license or certification required.

### **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	4	Spreadsheet	0
Database	0	Desktop Publishing	0

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Moderately Difficult
Inexperienced:	Moderately Difficult

### **TURNOVER**

*Responding employers reported a total of 31 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Few	(16%)
Employees Leaving	Many	(52%)
Promotions	None	(0%)
Temporary	Some	(32%)

### **RECRUITMENT METHODS**

(Out of 12 firms, 12 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Newspaper Ads	Almost All	(92%)
Employee Referrals	Many	(50%)
Walk-In Applicants	Some	(25%)
Word of Mouth	Some	(25%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION:** Large (149 to 177)

<b><u>GENDER:</u></b> Female employees	11	(13%)
Male employees	73	(87%)

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Amusement facilities  
Civic and social organizations  
Community colleges  
Wines, brandy, and brandy spirits firms

# GUARDS AND WATCH GUARDS

**OES CODE: 630470**

**12 Firms Responding - 84 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	5.75-8.00	7.00
New Hires, Experienced	6.25-8.00	7.00
Experienced, 3 Years w/Firm	7.00-10.00	8.50

(8% of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Many	(50%)
Part Time, avg 20 hrs/wk	Few	(12%)
Temporary/On Call, avg 10 hrs/wk	Some	(26%)
Seasonal, avg 25 hrs/wk	Few	(12%)

## **SHIFTS**

(Out of 12 firms, 12 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	Most	(67%)
Swing	Most	(67%)
Graveyard	Most	(67%)
Other Shifts	None	(0%)

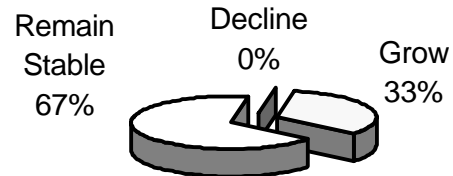
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	33%	0%	50%	0%	0%	0%
Dental	33%	0%	33%	0%	0%	0%
Vision	25%	0%	25%	0%	0%	0%
Life	33%	0%	8%	0%	0%	0%
Sick	42%	0%	17%	0%	0%	0%
Vacation	58%	0%	17%	0%	0%	0%
Retirement	17%	0%	42%	8%	0%	0%
Child Care	0%	0%	8%	0%	0%	0%

## **PROJECTIONS**

*Growth Rate, 1995-2002: 18.8%, Average*

*Responding employers expect this occupation's employment over the next 24 months to:*



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 12 firms, 12 answered this question)

*Many (50%) of responding employers may promote employees to one or more of the following:*

Facilities manager, supervisor, sergeant, lieutenant, lead security officer, boat patrol

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 364; the California Occupational Guides, No. 75; for California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

Calaveras County Regional Occupational Programs  
PO Box 208, 364 Murphys Grade Road  
Altaville, Ca 95221  
(209) 736-8365  
*Law Enforcement*

Tuolumne County Regional occupational Programs  
430 N. Washington Street  
Sonora, CA 95370  
(209) 533-0423  
*Law Enforcement*

# HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS

**OES CODE: 680050**

**11 Firms Responding - 50 Employees Represented**

## **DESCRIPTION OF OCCUPATION**

Hairdressers, Hairstylists, and Cosmetologists provide beauty services for customers, such as suggesting hair styles, cutting and styling hair, treating the scalp, applying make-up, and dressing wigs. Not included are Shampooers, Manicurists, and Beauty School Instructors.

## **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	2	Spreadsheet	0
Database	0	Desktop Publishing	1

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	Few	(18%)
High School Diploma or Equivalent	Almost All	(82%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	28%	36%	36%	0%
Other Occupational Experience Accepted	0%	64%		36%
Training in Lieu Of Experience Accepted	28%	36%		36%
Technical/Vocational Training Required	100%	0%	0%	0%

## **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

**Technical:** Able to maintain an appointment calendar and find suppliers of beauty aids. Possess artistic and cash handling skills and a cosmetology license.

**Physical:** Able to stand continuously for 2 or more hours. Possess manual dexterity, good vision, eye-hand coordination and good color perception.

**Personal:** Able to work independently and under pressure. Possess good grooming and public contact skills, understanding of a variety of cultures, high standards of personal cleanliness, and a willingness to work with close supervision and work nights, weekends, and holidays.

**Basic:** Able to read and follow written and oral instructions. Possess oral communication skills.

### **Positions requiring license or certification:**

Cosmetologist, Esthetician, Manicurist

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Moderately Difficult
Inexperienced:	Moderately Difficult

## **TURNOVER**

*Responding employers reported a total of 15 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Some	(20%)
Employees Leaving	Most	(67%)
Promotions	Few	(7%)
Temporary	Few	(7%)

## **RECRUITMENT METHODS**

(Out of 11 firms, 11 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Walk-In Applicants	Many	(55%)
Newspaper Ads	Many	(45%)
Employee Referrals	Some	(36%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION:** Small (49 to 53)

**GENDER:** Female employees 48 (96%)  
Male employees 2 (4%)

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Beauty salons  
Day spas

# HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS

**OES CODE: 680050**

**11 Firms Responding - 50 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	5.75-7.50	6.00
New Hires, Experienced	5.75-11.43	9.00
Experienced, 3 Years w/Firm	5.75-23.00	12.50

(0% of responding employers employ union workers in this occupation. A few (18%) responding employers report employees receive commissions ranging from \$4.36 to \$20.00 per hour. Some (36%) responding employers report employees receive tips ranging from \$.50 to \$4.00 per hour.

## **TIME BASE/HOURS WORKED**

Full Time, avg 36 hrs/wk	Most	(72%)
Part Time, avg 19 hrs/wk	Some	(28%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 11 firms, 11 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

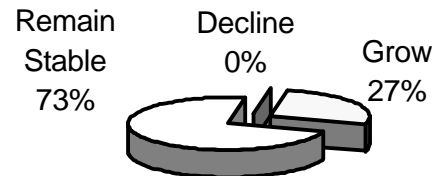
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	0%	0%	18%	0%	9%	0%
Dental	0%	0%	9%	0%	9%	0%
Vision	0%	0%	9%	0%	9%	0%
Life	0%	0%	0%	0%	0%	0%
Sick	18%	0%	0%	0%	0%	0%
Vacation	18%	0%	9%	0%	0%	0%
Retirement	0%	0%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

*Growth Rate, 1995-2002: 8.2%, Slower than average*

*Responding employers expect this occupation's employment over the next 24 months to:*



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 11 firms, 11 answered this question)

*Some (27%) of responding employers may promote employees to one or more of the following:*

Shift manager, assistant manager, manager, coordinator

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 348; the California Occupational Guides, No. 58; and the California Professional & Business License Handbook, Sixth Edition 1999, page 50-51. For California labor market and occupational information on the Internet:

<http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

Amador County Regional Occupational Programs  
217 Rex Avenue  
Jackson, CA 95642  
(209) 223-1750  
*Cosmetology*

Calaveras County Regional Occupational Programs  
PO Box 208, 364 Murphys Grade Road  
Altaville, CA 95221  
(209) 736-8365  
*Cosmetology*

Tuolumne County Regional Occupational Programs  
430 N. Washington Street  
Sonora, CA 95370  
(209) 533-0423  
*Cosmetology*

# MARKETING, ADVERTISING AND PUBLIC RELATIONS MANAGERS

OES CODE: 130110

10 Firms Responding - 16 Employees Represented

## DESCRIPTION OF OCCUPATION

Marketing, Advertising, and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Most	(60%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	Many	(40%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	80%	10%	10%	0%
Other Occupational Experience Accepted	10%	80%		10%
Training in Lieu Of Experience Accepted	20%	70%		10%
Technical/Vocational Training Required	0%	70%	30%	0%

### SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

**Technical:** Able to manage an activity or department, apply marketing techniques, analyze and use market research data and reports and write effectively. Possess supervisory, verbal presentation, telephone sales, and media advertising sales skills.

**Physical:** None listed.

**Personal:** Able to motivate others, work as part of a team, meet deadlines, work independently and under pressure, maintain good customer relations and business relationships, manage multiple priorities and unexpected situations or circumstances. Possess interpersonal skills, imagination and creativity, a good DMV driving record, and a willingness to travel and work nights, weekends, and holidays.

**Basic:** Able to write legibly. Possess oral communication and basic math skills.

### Positions requiring license or certification:

No license or certification required.

## COMPUTER SOFTWARE SKILLS

*The following number of responding employers reported they seek applicants with:*

Word Processing	9	Spreadsheet	8
Database	6	Desktop Publishing	3

## SUPPLY and DEMAND

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Moderately Difficult
Inexperienced:	Not Difficult

## TURNOVER

*Responding employers reported a total of 2 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	None	(0%)
Employees Leaving	All	(100%)
Promotions	None	(0%)
Temporary	None	(0%)

## RECRUITMENT METHODS

(Out of 10 firms, 10 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Newspaper Ads	Most	(70%)
In-House Promotion or Transfer	Many	(40%)
Word of Mouth	Some	(30%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** Medium (75 to 101)

<b>GENDER:</b> Female employees	6	(37%)
Male employees	10	(63%)

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:*

Process control instrument manufacturers  
Title insurance firms  
Wines, brandy, and brandy spirits manufacturers

# MARKETING, ADVERTISING AND PUBLIC RELATIONS MANAGERS

**OES CODE: 130110**

**10 Firms Responding - 16 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	9.63-9.63	9.63
New Hires, Experienced	10.00-28.13	16.91
Experienced, 3 Years w/Firm	11.54-21.63	17.72

(10% of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 41 hrs/wk	(100%)
Part Time, avg 0 hrs/wk	(0%)
Temporary/On Call, avg 0 hrs/wk	(0%)
Seasonal, avg 0 hrs/wk	(0%)

## **SHIFTS**

(Out of 10 firms, 10 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	All	(100%)
Swing	Few	(10%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

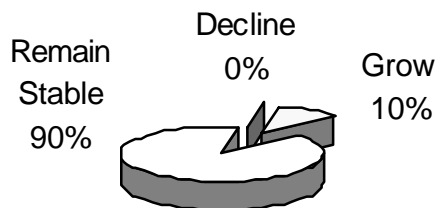
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	60%	0%	30%	0%	0%	0%
Dental	40%	0%	20%	0%	10%	0%
Vision	10%	0%	20%	0%	0%	0%
Life	30%	0%	20%	0%	0%	0%
Sick	60%	0%	0%	0%	0%	0%
Vacation	90%	0%	0%	0%	0%	0%
Retirement	50%	0%	20%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

*Growth Rate, 1995-2002: 34.7%, Much faster than average*

*Responding employers expect this occupation's employment over the next 24 months to:*



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 10 firms, 10 answered this question)

*Some (30%) of responding employers may promote employees to:*

Director of marketing, management, general sales manager

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 25; the California Occupational Guides, No. 276; For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

Columbia College  
11600 Columbia College Drive  
Sonoma, CA 95370  
(209) 588-5100  
Business Administration

# PHARMACISTS

OES CODE: 325170

15 Firms Responding - 36 Employees Represented

## DESCRIPTION OF OCCUPATION

Pharmacists compound and dispense medications following prescriptions issued by physicians, dentists or other authorized medical practitioners.

## COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	7	Spreadsheet	1
Database	2	Desktop Publishing	1

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	None	(0%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	Many	(47%)
Graduate Study	Many	(53%)

## SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very Difficult
Inexperienced:	Very Difficult

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	20%	60%	20%	0%
Other Occupational Experience Accepted	7%	33%		60%
Training in Lieu Of Experience Accepted	7%	33%		60%
Technical/Vocational Training Required	87%	13%	0%	0%

### TURNOVER

Responding employers reported a total of 5 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Many	(40%)
Employees Leaving	Most	(60%)
Promotions	None	(0%)
Temporary	None	(0%)

## SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

**Technical:** Able to calculate weights and measurements, understanding good diet and nutrition, common muscle and back ailments, Medi-Cal rules and regulations, and common illnesses. Possess record keeping skills and knowledge of disease processes, microcomputer hardware and operating systems, and over-the-counter medications.

**Physical:** Able to perform precision work and stand continuously for 2 or more hours. Possess good vision.

**Personal:** Able to work independently and understand a variety of cultures. Possess public contact and customer service skills and a willingness to work on-call, part-time, nights, weekends, and holidays.

**Basic:** Able to write legibly and read and follow instructions. Possess oral communication and basic math skills.

## RECRUITMENT METHODS

(Out of 15 firms, 15 answered this question.)

The three most successful recruitment methods used by responding employers are:

Colleges/Universities	Most	(60%)
Word of Mouth	Some	(33%)
Newspaper Ads	Some	(20%)
Trade Journals	Some	(20%)
Internet	Some	(20%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** Medium (63 to 75)

<b>GENDER:</b> Female employees	14	(39%)
Male employees	22	(61%)

## Positions requiring license or certification:

Pharmacist

## WHERE THE JOBS ARE (in survey area)

Major employing industries:

Grocery stores  
Department stores  
Drug and proprietary stores  
General medical and surgical hospitals

# PHARMACISTS

OES CODE: 325170

15 Firms Responding - 36 Employees Represented

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	30.00-41.35	38.03
New Hires, Experienced	28.00-44.00	37.21
Experienced, 3 Years w/Firm	30.00-46.00	40.00

(13% of responding employers employ union workers in this occupation. Three employers offer bonuses.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 41 hrs/wk	Almost All	(81%)
Part Time, avg 8 hrs/wk	Few	(17%)
Temporary/On Call, avg 10 hrs/wk	Few	(3%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 15 firms, 15 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Some	(20%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

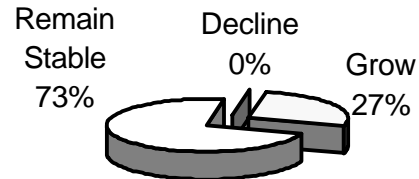
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	73%	7%	13%	0%	0%	0%
Dental	67%	7%	7%	0%	0%	0%
Vision	60%	7%	7%	0%	0%	0%
Life	40%	7%	7%	0%	0%	0%
Sick	80%	7%	0%	0%	0%	0%
Vacation	87%	7%	0%	0%	0%	0%
Retirement	53%	7%	33%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

Growth Rate, 1995-2002: 19.0%, Average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 15 firms, 15 answered this question)

Many (40%) of responding employers may promote employees to one or more of the following:

Managing pharmacist, business unit manager, pharmacy manager, manager.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 203; the California Occupational Guides, No. 159; and the California Professional & Business License Handbook, Sixth Edition 1999, page 79. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

None provided in survey area.



# PHYSICAL THERAPY AIDES

OES CODE: 660172

9 Firms Responding - 27 Employees Represented

## DESCRIPTION OF OCCUPATION

Physical Therapy Aides prepare patients and treatment area for physical therapy treatments and assist Physical Therapists with treatments such as gait training, hydrotherapy, and exercise programs. They transport patients to and from treatment area and assemble and maintain equipment and supplies. They may perform routine clerical and related tasks. They work under continuous on-site supervision of a licensed/registered Physical Therapist.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	All	(100%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	22%	33%	44%	0%
Other Occupational Experience Accepted	56%	11%		33%
Training in Lieu Of Experience Accepted	56%	11%		33%
Technical/Vocational Training Required	11%	89%	0%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

Technical: Able to detect complications in patients.

Physical: Able to stand continuously for 2 or more hours and pass a pre-employment medical examination. Possess manual dexterity and good physical condition.

Personal: Able to work independently. Possess high standards of personal cleanliness and a willingness to work with close supervision.

Basic: Able to write legibly and read and follow instructions. Possess oral communication skills.

### Positions requiring license or certification:

No license or certification required.

## COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	3	Spreadsheet	1
Database	1	Desktop Publishing	0

## SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Not Difficult
Inexperienced:	Moderately Difficult

## TURNOVER

Responding employers reported a total of 6 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Some	(33%)
Employees Leaving	Many	(50%)
Promotions	None	(0%)
Temporary	Few	(17%)

## RECRUITMENT METHODS

(Out of 9 firms, 9 answered this question.)

The three most successful recruitment methods used by responding employers are:

Newspaper Ads	Most	(67%)
Employee Referrals	Many	(56%)
Walk-In Applicants	Many	(44%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** Small (18 to 25)

**GENDER:** Female employees 21 (78%)  
Male employees 6 (22%)

## WHERE THE JOBS ARE (in survey area)

Major employing industries:

Offices of health practitioners

General medical and surgical hospitals

# PHYSICAL THERAPY AIDES

OES CODE: 660172

9 Firms Responding - 27 Employees Represented

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	5.75-7.00	7.00
New Hires, Experienced	7.00-8.07	7.50
Experienced, 3 Years w/Firm	7.26-10.00	8.50

(11% of responding employers employ union workers in this occupation. Some (33%) of responding employers offer their employees a bonus.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 38 hrs/wk	Some	(37%)
Part Time, avg 22 hrs/wk	Many	(41%)
Temporary/On Call, avg 11 hrs/wk	Some	(22%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 9 firms, 9 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Some	(22%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

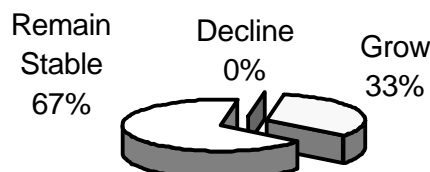
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	22%	11%	44%	22%	0%	11%
Dental	11%	0%	33%	11%	0%	22%
Vision	11%	0%	22%	11%	0%	11%
Life	11%	0%	22%	11%	0%	11%
Sick	56%	22%	0%	0%	0%	11%
Vacation	56%	33%	0%	0%	0%	11%
Retirement	11%	0%	44%	33%	0%	0%
Child Care	0%	0%	0%	0%	11%	0%

## **PROJECTIONS**

Growth Rate, 1995-2002: 36.8%, Much faster than average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 9 firms, 9 answered this question)

Many (56%) of responding employers may promote employees to one or more of the following:

Physical therapy assistant, patient care coordinator, accounts manager, licensed physical therapy assistant

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 346; the California Occupational Guides, No. 451. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

None provided in survey area.

# PHYSICAL THERAPY ASSISTANTS

OES CODE: 660171

8 Firms Responding - 20 Employees Represented

## DESCRIPTION OF OCCUPATION

Physical Therapy Assistants administer and assist with physical therapy treatments as planned and directed by a Physical Therapist. They administer treatments such as exercise, gait training, massage, whirlpool and hot packs. They instruct, motivate, and assist patients with learning and improving functional activities. They may record patient treatments and maintain patient records.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Some	(38%)
Associate Degree (2 Year)	Many	(50%)
Bachelor Degree (4 Year)	Few	(13%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience				
Required	38%	38%	25%	0%
Other Occupational				
Experience Accepted	0%	38%		62%
Training in Lieu				
Of Experience Accepted	0%	62%		38%
Technical/Vocational				
Training Required	75%	25%	0%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

**Technical:** Able to write effectively, take vital signs, detect complications in patients, apply transferring techniques moving patients, and maintain progress notes and treatment summaries. Possess Physical Therapist Assistant certificate and knowledge of physiology, anatomy, neurology, geriatrics, orthopedic care and sports medicine.

**Physical:** Able to stand continuously for 2 or more hours, lift at least 50 lbs. repeatedly, and pass a pre-employment medical examination. Possess emotional stability and good physical condition.

**Personal:** Able to motivate others and work independently. Possess high standards of personal cleanliness and a willingness to work with close supervision.

**Basic:** Able to write legibly and read and follow instructions. Possess oral communication skills.

### Positions requiring license or certification:

Physical Therapy Assistant

## COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	1	Spreadsheet	0
Database	0	Desktop Publishing	0

## SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very Difficult
Inexperienced:	Moderately Difficult

## TURNOVER

Responding employers reported a total of 3 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	None	(0%)
Employees Leaving	Most	(67%)
Promotions	None	(0%)
Temporary	Some	(33%)

## RECRUITMENT METHODS

(Out of 8 firms, 8 answered this question.)

The three most successful recruitment methods used by responding employers are:

Walk-In Applicants	Most	(63%)
Newspaper Ads	Most	(63%)
Colleges/Universities	Some	(38%)
Schools, Program Referrals	Some	(38%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** Small (18 to 25)

**GENDER:** Female employees 16 (80%)  
Male employees 4 (20%)

## WHERE THE JOBS ARE (in survey area)

Major employing industries:

Offices of health practitioners  
General medical and surgical hospitals  
Residential care homes

# PHYSICAL THERAPY ASSISTANTS

OES CODE: 660171

8 Firms Responding - 20 Employees Represented

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	12.00-15.00	12.93
New Hires, Experienced	13.00-30.69	15.60
Experienced, 3 Years w/Firm	15.60-30.69	20.00

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	14.00-14.00	14.00
New Hires, Experienced	14.16-14.72	14.29
Experienced, 3 Years w/Firm	14.16-17.44	15.48

(38% of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Many	(50%)
Part Time, avg 23 hrs/wk	Many	(45%)
Temporary/On Call, avg 20 hrs/wk	Few	(5%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 8 firms, 8 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

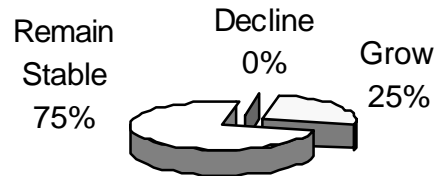
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	38%	13%	25%	13%	0%	0%
Dental	25%	0%	13%	13%	13%	0%
Vision	25%	0%	13%	13%	0%	0%
Life	25%	0%	13%	0%	0%	0%
Sick	50%	13%	0%	13%	0%	0%
Vacation	63%	13%	0%	13%	0%	0%
Retirement	13%	0%	50%	13%	0%	0%
Child Care	0%	0%	0%	0%	13%	0%

## **PROJECTIONS**

Growth Rate, 1995-2002: 36.8%, Much faster than average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 8 firms, 8 answered this question)

Some (25%) of responding employers may promote employees to one or more of the following:

Physical therapy assistant, II

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 346; the California Occupational Guides, No. 451; and the California Professional & Business License Handbook, Sixth Edition 1999, page 81-82. For California labor market and occupational information on the Internet:

<http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

None provided in survey area.

# POLICE PATROL OFFICERS

OES CODE: 630140

5 Firms Responding - 49 Employees Represented

## DESCRIPTION OF OCCUPATION

Police Patrol Officers maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on foot or in a vehicle; directing traffic; issuing traffic summonses; investigating accidents; apprehending, arresting and processing prisoners; and giving evidence in court.

## EMPLOYER REQUIREMENTS

### **EDUCATION**

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Almost All	(80%)
Associate Degree (2 Year)	Some	(20%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	Yes	No	Preferred	No Response
Work Experience Required	20%	20%	60%	0%
Other Occupational Experience Accepted	0%	60%		40%
Training in Lieu Of Experience Accepted	40%	40%		20%
Technical/Vocational Training Required	60%	40%	0%	0%

## **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

**Technical:** Able to write effectively, take vital signs, interview others for information and administer emergency first aid. Possess firearms Qualifications Card, knowledge of local streets, and analytical, problem solving and verbal presentation skills.

**Physical:** Able to pass physical performance test and a pre-employment medical examination.

**Personal:** Able to interact well with others, work independently and under pressure, handle crisis situations, read and comprehend information quickly and pass psychological interview. Possess public contact skills, a willingness to work with close supervision and understand a variety of cultures.

**Basic:** Able to write legibly, think logically, and follow oral instructions. Possess oral communication skills.

### **Positions requiring license or certification:**

No license or certification required. Most employers require completion of Police Officers Standard Training (P.O.S.T.) Academy prior to or immediately after hiring.

## **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	4	Spreadsheet	0
Database	1	Desktop Publishing	0

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Very Difficult
Inexperienced:	Not Difficult

## **TURNOVER**

*Responding employers reported a total of 15 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Few	(7%)
Employees Leaving	Many	(53%)
Promotions	Few	(13%)
Temporary	Some	(27%)

## **RECRUITMENT METHODS**

(Out of 5 firms, 5 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Newspaper Ads	All	(100%)
Walk-In Applicants	Many	(40%)
Internet	Many	(40%)
In-House Promotion or Transfer	Many	(40%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION:** Small (49 to 49)

**GENDER:** Female employees 6 (12%)  
Male employees 43 (88%)

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Local government

# POLICE PATROL OFFICERS

OES CODE: 630140

5 Firms Responding/ 49 Employees Represented

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	14.86-15.58	15.16
New Hires, Experienced	13.40-16.48	15.99
Experienced, 3 Years w/Firm	15.43-18.17	17.20

(80% of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Most	(78%)
Part Time, avg 0 hrs/wk	None	(0%)
Temporary/On Call, avg 16 hrs/wk	Some	(22%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 5 firms, 5 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Most	(60%)
Graveyard	All	(100%)
Other Shifts	None	(0%)

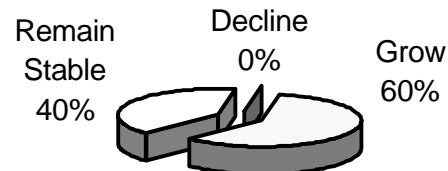
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	80%	0%	20%	0%	0%	0%
Dental	80%	0%	20%	0%	0%	0%
Vision	80%	0%	20%	0%	0%	0%
Life	80%	0%	20%	0%	0%	0%
Sick	100%	0%	0%	0%	0%	0%
Vacation	100%	0%	0%	0%	0%	0%
Retirement	100%	0%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

Growth Rate, 1995-2002: 13.8%, Slower than average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 5 firms, 5 answered this question)

All (100%) of responding employers may promote employees to one or more of the following:

Investigator, sergeant, lieutenant, canine, school resource officer

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 366; the California Occupational Guides, No. 457. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

Calaveras County Regional Occupational Programs  
PO Box 208, 364 Murphys Grade Road  
Altaville, CA 95221  
(209) 736-8365  
Law Enforcement

Tuolumne County Regional Occupational Programs  
430 N. Stockton Street  
Sonora, CA 95370  
(209) 533-0423  
Law Enforcement

# RECREATION WORKERS

OES CODE: 273110

15 Firms Responding - 414 Employees Represented

## DESCRIPTION OF OCCUPATION

Recreation Workers conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. They consider the needs and interests of individual members and organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies.

## EMPLOYER REQUIREMENTS

### **EDUCATION**

Less than High School Diploma	Many	(47%)
High School Diploma or Equivalent	Many	(53%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	Yes	No	Preferred	No Response
Work Experience Required	13%	53%	33%	0%
Other Occupational Experience Accepted	13%	33%		54%
Training in Lieu Of Experience Accepted	40%	6%		54%
Technical/Vocational Training Required	27%	73%	0%	0%

### **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

Technical: Able to administer emergency first aid, apply teaching techniques and principles of recreation, plan and organize the work of others, and accurately record and report information.

Physical: Possess good physical condition.

Personal: Able to work independently and exercise patience. Possess leadership and interpersonal skills, a clean police record, and understand a variety of cultures.

Basic: Possess Oral communication skills.

### **Positions requiring license or certification:**

No license or certification required.

### **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	2	Spreadsheet	0
Database	0	Desktop Publishing	0

## SUPPLY and DEMAND

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Moderately Difficult
Inexperienced:	Not Difficult

### **TURNOVER**

*Responding employers reported a total of 379 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Few	(1%)
Employees Leaving	Few	(5%)
Promotions	Few	(1%)
Temporary	Almost All	(93%)

### **RECRUITMENT METHODS**

(Out of 15 firms, 15 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Newspaper Ads	Most	(60%)
Employee Referrals	Many	(47%)
Word of Mouth	Many	(47%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** Very large (301 to 370)

<b>GENDER:</b> Female employees	222	(54%)
Male employees	192	(46%)

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:*

Camps, sporting and recreational  
Government  
Amusement and recreation facilities  
Civic and social associations

# RECREATION WORKERS

OES CODE: 273110

15 Firms Responding - 414 Employees Represented

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	Range	Median
New Hires, No Experience	5.75-12.60	6.00
New Hires, Experienced	6.00-13.00	7.00
Experienced, 3 Years w/Firm	6.00-15.00	9.00

(0% of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Few	(5%)
Part Time, avg 28 hrs/wk	Few	(5%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 36 hrs/wk	Almost All	(90%)

## **SHIFTS**

(Out of 15 firms, 15 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	Almost All	(87%)
Swing	Some	(33%)
Graveyard	None	(0%)
Other Shifts	Few	(13%)

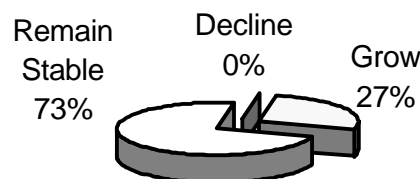
## **BENEFITS**

	Employer Pays All		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	8%	0%	17%	0%	0%	0%
Dental	8%	0%	8%	0%	0%	0%
Vision	0%	0%	0%	0%	0%	0%
Life	0%	0%	17%	0%	0%	0%
Sick	17%	0%	8%	0%	0%	0%
Vacation	17%	0%	8%	0%	0%	0%
Retirement	17%	0%	8%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

Growth Rate, 1995-2002: 22.9%, Faster than average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 15 firms, 15 answered this question)

Most (67%) of responding employers may promote employees to one or more of the following:

Recreation director, head lifeguard, activities manager, human relations assistant, trip leader, grade I water operator, senior recreation leader, lead guide, cavern manager, assistant pool manager, pool manager, assistant camp director, camp director

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 159; the California Occupational Guides, No. 357. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

None offered in survey area.



# SHERIFFS AND DEPUTY SHERIFFS

OES CODE: 630320

4 Firms Responding - 165 Employees Represented

## **DESCRIPTION OF OCCUPATION**

Sheriffs and Deputy Sheriffs enforce law and order in rural or unincorporated districts or serve legal processes of courts. They may patrol courthouse, guard court or grand jury, or escort defendants. Does not include Deputy Sheriffs who spend the majority of time guarding prisoners in county correctional institutions.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	All	(100%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	Yes	No	Preferred	No Response
Work Experience Required	0%	75%	25%	0%
Other Occupational Experience Accepted	0%	25%		75%
Training in Lieu Of Experience Accepted	25%	0%		75%
Technical/Vocational Training Required	50%	25%	25%	0%

### **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

Technical: Able to write effectively, interview others for information, and administer emergency first aid. Possess Firearms Qualifications Card, knowledge of local streets, and analytical, problem solving and verbal presentation skills.

Physical: Able to work outdoors in all weather conditions And pass a physical performance test and a pre-employment medical examination.

Personal: Able to handle crisis situations, pass psychological interview, read and comprehend information quickly, and work independently and under pressure. Possess public contact skills and understand a variety of cultures.

Basic: Able to read and follow written and oral instructions and write legibly. Possess oral communication skills.

### **Positions requiring license or certification:**

No license or certification required. All employers require completion of Police Officers Standard Training (P.O.S.T.) Academy prior to or immediately after hiring.

## **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	3	Spreadsheet	0
Database	0	Desktop Publishing	0

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Not applicable
Inexperienced:	Very Difficult

### **TURNOVER**

*Responding employers reported a total of 29 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Few	(14%)
Employees Leaving	Most	(72%)
Promotions	Few	(14%)
Temporary	None	(0%)

### **RECRUITMENT METHODS**

(Out of 4 firms, 4 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Newspaper Ads	All	(100%)
Walk-In Applicants	Many	(50%)
In-House Promotion or Transfer	Many	(50%)
Internet	Many	(50%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION:** Large (165 to 165)

**GENDER:** Female employees 8 (5%)  
Male employees 157 (95%)

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Local government

# SHERIFFS AND DEPUTY SHERIFFS

OES CODE: 630320

4 Firms Responding - 165 Employees Represented

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Union)

	Range	Median
New Hires, No Experience	12.80-14.81	13.87
New Hires, Experienced	14.15-15.37	15.04
Experienced, 3 Years w/Firm	15.63-19.82	16.49

(100% of responding employers employ union workers in this occupation.)

### **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	All	(100%)
Part Time, avg 0 hrs/wk	None	(0%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

### **SHIFTS**

(Out of 4 firms, 4 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	All	(100%)
Graveyard	All	(100%)
Other Shifts	None	(0%)

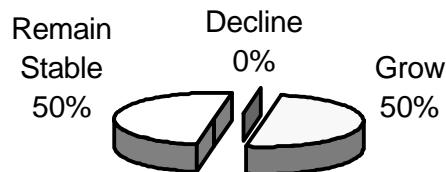
### **BENEFITS**

	Employer Pays All		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	50%	0%	50%	0%	0%	0%
Dental	50%	0%	50%	0%	0%	0%
Vision	50%	0%	50%	0%	0%	0%
Life	75%	0%	25%	0%	0%	0%
Sick	100%	0%	0%	0%	0%	0%
Vacation	100%	0%	0%	0%	0%	0%
Retirement	50%	0%	50%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

Growth Rate, 1995-2002: 11.4%, Slower than average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 4 firms, 4 answered this question)

All (100%) of responding employers may promote employees to one or more of the following:

Sergeant, lieutenant, captain, sheriff's sergeant

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 366; the California Occupational Guides, No. 457. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

Calaveras County Regional Occupational Programs  
PO Box 208, 364 Murphys Grade Road  
Altaville, CA 95221  
(209) 736-8365  
*Law Enforcement*

Tuolumne County Regional Occupational Programs  
430 N. Stockton Street  
Sonora, CA 95370  
(209) 533-0423  
*Law Enforcement*

# SOCIAL WORKERS-MEDICAL AND PSYCHIATRIC

OES CODE: 273020

15 Firms Responding - 42 Employees Represented

## DESCRIPTION OF OCCUPATION

Medical and Psychiatric Social Workers counsel and aid individuals and families with problems that may arise during or following the recovery from physical or mental illness by providing supportive services designed to help the persons understand, accept, and follow medical recommendations. Includes Chemical Dependency Counselors.

## COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	6	Spreadsheet	2
Database	3	Desktop Publishing	0

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Few	(13%)
Associate Degree (2 Year)	Few	(13%)
Bachelor Degree (4 Year)	Some	(27%)
Graduate Study	Many	(47%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	60%	13%	27%	0%
Other Occupational Experience Accepted	20%	67%		13%
Training in Lieu Of Experience Accepted	40%	47%		13%
Technical/Vocational Training Required	67%	20%	13%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

**Technical:** Able to write effectively, interview others for information, and treat substance abuse. Possess psychiatric social work skills, valid driver's license, and knowledge of family social work and protective services for children and adults.

**Physical:** None listed.

**Personal:** Able to work independently, handle crisis situations, and apply complex rules and regulations. Possess clean police record, understand a variety of cultures, and a willingness to work with close supervision and work nights, weekends, and holidays.

**Basic:** Able to read and follow instructions and write legibly. Possess oral communication skills.

### Positions requiring license or certification:

Clinical Social Worker Associate (Registration)  
Clinical Social Worker (License)  
Marriage, Family, and Child Counselor Intern (Registration)  
Marriage, Family, and Child Counselor (License)  
Psychologist, Educational (License)

## SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very Difficult
Inexperienced:	Very Difficult

## TURNOVER

Responding employers reported a total of 10 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Most	(60%)
Employees Leaving	Many	(40%)
Promotions	None	(0%)
Temporary	None	(0%)

## RECRUITMENT METHODS

(Out of 15 firms, 15 answered this question.)

The three most successful recruitment methods used by responding employers are:

Newspaper Ads	Almost All	(87%)
Colleges/Universities	Many	(53%)
Internet	Many	(33%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** Medium (71 to 92)

<b>GENDER:</b> Female employees	29	(69%)
Male employees	13	(31%)

## WHERE THE JOBS ARE (in survey area)

Major employing industries:

Skilled nursing care facilities  
Residential care homes  
Correctional institutions  
General medical and surgical hospitals

# SOCIAL WORKERS-MEDICAL AND PSYCHIATRIC

**OES CODE: 273020**

**15 Firms Responding - 42 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	10.00-20.00	16.00
New Hires, Experienced	8.00-23.20	16.43
Experienced, 3 Years w/Firm	10.00-25.00	19.00

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	18.25-18.25	18.25
New Hires, Experienced	15.71-18.25	17.54
Experienced, 3 Years w/Firm	19.18-22.73	21.88

(20% of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Almost All	(81%)
Part Time, avg 18 hrs/wk	Few	(19%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 15 firms, 15 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Some	(20%)
Graveyard	None	(0%)
Other Shifts	Few	(7%)

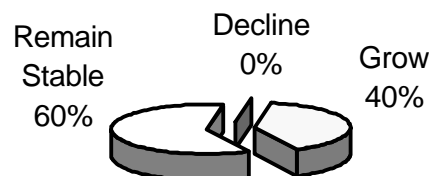
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	33%	0%	53%	13%	0%	7%
Dental	27%	0%	40%	13%	7%	7%
Vision	33%	0%	33%	13%	0%	7%
Life	47%	0%	7%	13%	0%	7%
Sick	80%	20%	0%	7%	0%	0%
Vacation	87%	20%	0%	7%	0%	0%
Retirement	13%	0%	47%	13%	7%	7%
Child Care	0%	0%	7%	0%	7%	13%

## **PROJECTIONS**

Growth Rate, 1995-2002: 29.6%, Much faster than average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 15 firms, 15 answered this question)

Some (33%) of responding employers may promote employees to one or more of the following:

Supervising counselor, supervisor, manager, psychiatric social worker supervisor, psychologist, counselor I, II

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 161; the California Occupational Guides, No. 122; and the California Professional & Business License Handbook, Sixth Edition 1999, pages 53-54. For California labor market and occupational information on the Internet:

<http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

None provided in survey area.

# STATE-HIGHWAY POLICE OFFICERS

**DOT CODE: 375263018**

**1 Firm Responding - 74 Employees Represented**

## **DESCRIPTION OF OCCUPATION**

State/Highway Police Officers patrol state highways within assigned area, in vehicle equipped with two-way radio, to enforce motor vehicle and criminal laws: Arrests or warns persons guilty of violating motor vehicle regulations and safe driving practices. Monitors passing traffic to detect stolen vehicles and arrests drivers where ownership is not apparent. Provides road information and assistance to motorists. Directs activities in accident or disaster area, rendering first aid and restoring traffic to normal. Investigates conditions and causes of accidents. Directs traffic in congested areas and serves as escort for funeral processions, military convoys, and parades. Performs general police work by keeping order and apprehending criminals. Appears in court as witness in traffic violation and criminal cases. Keeps records and makes reports regarding activities. May assist law enforcement officers not under state jurisdiction.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	All	(100%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	0%	100%	0%	0%
Other Occupational Experience Accepted	0%	0%		0%
Training in Lieu Of Experience Accepted	0%	0%		0%
Technical/Vocational Training Required	100%	0%	0%	0%

### **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

Technical: Able to write effectively, interview others for information, and administer emergency first aid. Possess Firearms Qualifications Card, and analytical, problem solving and verbal presentation skills.

Physical: Able to work outdoors in all weather conditions and pass a physical performance test and a pre-employment medical examination.

Personal: Able to handle crisis situations, pass psychological interview, read and comprehend information quickly, and work independently and under pressure. Possess public contact skills and understand a variety of cultures.

Basic: Able to read and follow written and oral instructions and write legibly. Possess oral communication skills.

### **Positions requiring license or certification:**

No license or certification required. Employer requires completion of Highway Patrol Academy.

## **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	1	Spreadsheet	0
Database	0	Desktop Publishing	0

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Not applicable
Inexperienced:	Very Difficult

## **TURNOVER**

*Responding employers reported a total of 10 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	None	(0%)
Employees Leaving	Almost All	(90%)
Promotions	Few	(10%)
Temporary	None	(0%)

## **RECRUITMENT METHODS**

(Out of 1 firm, 1 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Internet	All	(100%)
Newspaper Ads	All	(100%)
Military Newspapers	All	(100%)
Job Fairs	All	(100%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION:** Medium (63 to 75)

**GENDER:** Female employees 5 (7%)  
Male employees 69 (93%)

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

State government

# STATE-HIGHWAY POLICE OFFICERS

**DOT CODE: 375263018**

**1 Firm Responding - 74 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000) (Hourly wages)

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	24.03-24.03	24.03
New Hires, Experienced	24.03-24.03	24.03
Experienced, 3 Years w/Firm	33.67-33.67	33.67

(100% of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	All	(100%)
Part Time, avg 0 hrs/wk	None	(0%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 1 firm, 1 answered this question.)  
*Responding employers report the following shifts are available for this occupation:*

Day	All	(100%)
Swing	All	(100%)
Graveyard	All	(100%)
Other Shifts	None	(0%)

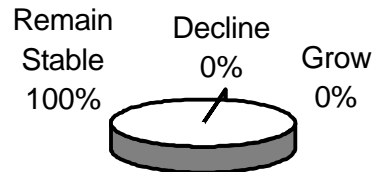
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	100%	0%	0%	0%	0%	0%
Dental	100%	0%	0%	0%	0%	0%
Vision	100%	0%	0%	0%	0%	0%
Life	100%	0%	0%	0%	0%	0%
Sick	100%	0%	0%	0%	0%	0%
Vacation	100%	0%	0%	0%	0%	0%
Retirement	100%	0%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

*Growth Rate, 1995-2002:* Information not available

*Responding employers expect this occupation's employment over the next 24 months to:*



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 1 firm, 1 answered this question)  
*All (100%) of responding employers may promote employees to one or more of the following:*  
Sergeant, supervisor, lieutenant, management

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 366; the California Occupational Guides, No. 457. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

Calaveras County Regional Occupational Programs  
PO Box 208, 364 Murphys Grade Road  
Altaville, CA 95221  
(209) 736-8365  
*Law Enforcement*

Tuolumne County Regional Occupational Programs  
430 N. Stockton Street  
Sonora, CA 95370  
(209) 533-0423  
*Law Enforcement*

# STOCK CLERKS-STOCKROOM, WAREHOUSE, STORAGE YARD

**OES CODE: 580230**

**15 Firms Responding - 54 Employees Represented**

## **DESCRIPTION OF OCCUPATION**

Stock Clerks, Stockroom, Warehouse, and Storage Yard, receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports. Does not include Stockroom Laborers and workers who's primary duties involve shipping, weighing, and checking.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	Many	(40%)
High School Diploma or Equivalent	Most	(60%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	Yes	No	Preferred	No Response
Work Experience Required	13%	47%	40%	0%
Other Occupational Experience Accepted	13%	40%		47%
Training in Lieu Of Experience Accepted	33%	20%		47%
Technical/Vocational Training Required	0%	93%	7%	0%

## **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

Technical: Able to read forms quickly, stock shelves, analyze data to solve problems, use computerized reference material, synthesize information and accurately record and report information. Possess labeling skills and understand inventory techniques.

Physical: Able to stand continuously for 2 or more hours or prolonged periods and lift at least 50 lbs. repeatedly.

Personal: Able to make decisions, interact well with others, and work independently and under pressure. Possess organizational and interpersonal skills, creativity, and a willingness to work with close supervision, and on-call, nights, weekends, and holidays.

Basic: Able to read and follow written and oral instructions and write legibly. Possess oral communication and basic math skills.

### **Positions requiring license or certification:**

No license or certification required.

## **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	4	Spreadsheet	4
Database	2	Desktop Publishing	0

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Moderately Difficult
Inexperienced:	Moderately Difficult

## **TURNOVER**

*Responding employers reported a total of 35 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Few	(9%)
Employees Leaving	Most	(77%)
Promotions	Few	(14%)
Temporary	None	(0%)

## **RECRUITMENT METHODS**

(Out of 15 firms, 15 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Newspaper Ads	Almost All	(80%)
Walk-In Applicants	Many	(53%)
Employee Referrals	Many	(47%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION:** Large (175 to 214)

**GENDER:** Female employees 16 (30%)  
Male employees 38 (70%)

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Grocery stores  
Department stores  
Hardware stores  
Miscellaneous general merchandise stores  
Arts and homesupply stores  
Lumber and other building material stores

# STOCK CLERKS-STOCKROOM, WAREHOUSE, STORAGE YARD

**OES CODE: 580230**

**15 Firms Responding - 54 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	5.75-6.50	6.00
New Hires, Experienced	5.75-9.00	6.50
Experienced, 3 Years w/Firm	6.50-10.50	7.50

(13% of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Many	(46%)
Part Time, avg 23 hrs/wk	Many	(54%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 15 firms, 15 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Some	(27%)
Graveyard	Few	(7%)
Other Shifts	None	(0%)

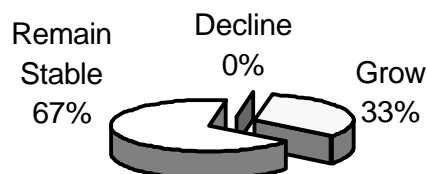
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	33%	13%	20%	7%	0%	0%
Dental	27%	0%	20%	13%	0%	0%
Vision	20%	0%	13%	13%	0%	0%
Life	13%	0%	7%	7%	0%	0%
Sick	40%	7%	0%	0%	0%	0%
Vacation	73%	27%	0%	0%	0%	0%
Retirement	20%	0%	33%	20%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

Growth Rate, 1995-2002: 22.3%, Faster than average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 15 firms, 15 answered this question)

Almost All (80%) of responding employers may promote employees to one or more of the following:

Department manager, checker, meat cutter, deli worker, head clerk, forklift driver, assembler, assistant department manager, counter clerk, apprentice clerk, journeyman clerk, management, purchasing, supervisor

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 310; the California Occupational Guides, No. 74. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

None provided in survey area.



# TEACHERS--ELEMENTARY SCHOOL

OES CODE: 313050

15 Firms Responding - 627 Employees Represented

## **DESCRIPTION OF OCCUPATION**

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Does not include special education teachers who teach only students with disabilities.

## **COMPUTER SOFTWARE SKILLS**

The following number of responding employers reported they seek applicants with:

Word Processing	6	Spreadsheet	2
Database	1	Desktop Publishing	2

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	None	(0%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	All	(100%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	Yes	No	Preferred	No Response
Work Experience Required	27%	33%	40%	0%
Other Occupational Experience Accepted	0%	67%		33%
Training in Lieu Of Experience Accepted	27%	40%		33%
Technical/Vocational Training Required	100%	0%	0%	0%

### **SKILLS, LICENSES and OTHER REQUIREMENTS**

Skills needed for job entry:

Technical: Able to write effectively, apply teaching techniques, and administer emergency first aid. Possess supervisory, record keeping, audiovisual teaching, problem solving skills, and classroom management skills, and a state teachers' certificate.

Physical: Pass pre-employment test.

Personal: Able to exercise patience, work independently, and under pressure. Possess a clean police record, willingness to work with close supervision, and understand a variety of cultures.

Basic: Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

### **Positions requiring license or certification:**

Preliminary (5-year) Teacher Credential  
Professional Clear (5-year) Teacher Credential

## **SUPPLY and DEMAND**

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Moderately Difficult
Inexperienced:	Moderately Difficult

### **TURNOVER**

Responding employers reported a total of 49 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Few	(16%)
Employees Leaving	Almost All	(84%)
Promotions	None	(0%)
Temporary	None	(0%)

### **RECRUITMENT METHODS**

(Out of 15 firms, 15 answered this question.)

The three most successful recruitment methods used by responding employers are:

Newspaper Ads	Most	(73%)
Colleges/Universities	Some	(33%)
Internet	Some	(27%)
Employee Referrals	Some	(27%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION:** Very Large (743 to 838)

<b><u>GENDER:</u></b> Female employees	465	(74%)
Male employees	162	(26%)

## **WHERE THE JOBS ARE** (in survey area)

Major employing industries:

Elementary and secondary schools  
Religious organizations

# TEACHERS--ELEMENTARY SCHOOL

OES CODE: 313050

15 Firms Responding - 627 Employees Represented

## **WAGES and BENEFITS** (June/August 2000)

(Annual wages)

### Wages (Union)

	Range	Median
New Hires, No Experience	25,183-32,000	27,900
New Hires, Experienced	27,473-34,000	29,983
Experienced, 3 Years w/Firm	29,077-46,137	32,762

### Wages (Non-Union, and Union Undetermined)

	Range	Median
New Hires, No Experience	8,000-22,000	15,225
New Hires, Experienced	8,000-23,000	15,225
Experienced, 3 Years w/Firm	12,000-26,000	15,000

(67% of responding employers employ union workers in this occupation. Most [60%] responding employers reported they increase employees pay for additional education units earned.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 37 hrs/wk	Almost All	(96%)
Part Time, avg 8 hrs/wk	Few	(2%)
Temporary/On Call, avg 7 hrs/wk	Few	(2%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 15 firms, 15 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

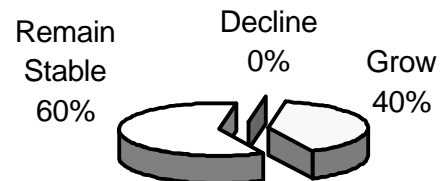
## **BENEFITS**

	Employer Pays All		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	33%	0%	47%	0%	0%	0%
Dental	33%	0%	40%	0%	0%	0%
Vision	27%	0%	40%	0%	0%	0%
Life	7%	0%	0%	0%	0%	0%
Sick	80%	0%	0%	0%	0%	0%
Vacation	47%	0%	0%	0%	0%	0%
Retirement	20%	0%	47%	0%	13%	0%
Child Care	7%	0%	0%	0%	0%	0%

## **PROJECTIONS**

Growth Rate, 1995-2002: 12.8%, Slower than average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 15 firms, 15 answered this question)

Many (47%) of responding employers may promote employees to one or more of the following:

Director of curriculum, principal, administration, superintendent

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 183; the California Occupational Guides, No. 10; and the California Professional & Business License Handbook, Sixth Edition 1999, page 269. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

None provided in survey area.

# TEACHERS--SECONDARY SCHOOL

OES CODE: 313080

8 Firms Responding - 390 Employees Represented

## **DESCRIPTION OF OCCUPATION**

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Includes vocational high school teachers. Does not include special education teachers who teach only students with disabilities.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	None	(0%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	All	(100%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	25%	50%	25%	0%
Other Occupational Experience Accepted	12%	38%		50%
Training in Lieu Of Experience Accepted	12%	38%		50%
Technical/Vocational Training Required	100%	0%	0%	0%

### **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

Technical: Able to write effectively and apply teaching techniques. Possess supervisory, record keeping, problem solving, classroom management and audiovisual teaching skills, knowledge of algebra, state teachers' certificate, and designated subjects teaching credentials.

Physical: Able to pass a pre-employment medical examination.

Personal: Able to exercise patience, work independently and under pressure. Possess a clean police record, public contact and interpersonal skills, willingness to work with close supervision, and understand a variety of cultures.

Basic: Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

### **Positions requiring license or certification:**

Preliminary (5-year) Teacher Credential  
Professional Clear (5-year) Teacher Credential  
Separate Single Subject Credential for individual subjects

## **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	3	Spreadsheet	0
Database	1	Desktop Publishing	1

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Moderately Difficult
Inexperienced:	Very Difficult

## **TURNOVER**

*Responding employers reported a total of 60 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Few	(10%)
Employees Leaving	Almost All	(90%)
Promotions	None	(0%)
Temporary	None	(0%)

## **RECRUITMENT METHODS**

(Out of 8 firms, 8 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Newspaper Ads	Most	(75%)
Internet	Many	(50%)
Colleges/Universities	Some	(25%)
Civil Service List	Some	(25%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION:** Very Large (393 to 471)

**GENDER:** Female employees 170 (44%)  
Male employees 220 (56%)

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Elementary and secondary schools  
Government  
Correctional institutions

# TEACHERS--SECONDARY SCHOOL

OES CODE: 313080

8 Firms Responding - 390 Employees Represented

## **WAGES and BENEFITS** (June/August 2000)

(Annual wages)

### Wages (Union)

	Range	Median
New Hires, No Experience	26,099-44,196	27,900
New Hires, Experienced	29,983-44,196	32,000
Experienced, 3 Years w/Firm	29,456-59,023	39,757

(100% of responding employers employ union workers in this occupation. Many [50%] responding employers reported they increase employees pay for additional education units earned.)

### **TIME BASE/HOURS WORKED**

Full Time, avg 36 hrs/wk	Almost All	(86%)
Part Time, avg 10 hrs/wk	Few	(10%)
Temporary/On Call, avg 7 hrs/wk	Few	(4%)
Seasonal, avg 0 hrs/wk	None	(0%)

### **SHIFTS**

(Out of 8 firms, 8 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

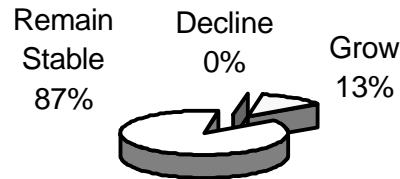
### **BENEFITS**

	Employer Pays All		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	63%	13%	38%	0%	0%	0%
Dental	63%	13%	38%	0%	0%	0%
Vision	63%	13%	38%	0%	0%	0%
Life	38%	0%	0%	0%	0%	0%
Sick	100%	13%	0%	0%	0%	0%
Vacation	50%	0%	0%	0%	0%	0%
Retirement	50%	13%	50%	0%	0%	0%
Child Care	0%	0%	0%	0%	25%	0%

## **PROJECTIONS**

Growth Rate, 1995-2002: 19.8%, Average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 8 firms, 8 answered this question)

Almost All (88%) of responding employers may promote employees to one or more of the following:

Administration, management, counselor, administrator, director of curriculum, assistant principal, academic instruction supervisor

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 183; the California Occupational Guides, No. 57; and the California Professional & Business License Handbook, Sixth Edition 1999, page 269. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

None provided in survey area.

# WATER AND LIQUID WASTE TREATMENT PLANT AND SYSTEM OPERATORS

**OES CODE: 950020**

**16 Firms Responding - 59 Employees Represented**

## **DESCRIPTION OF OCCUPATION**

Water and Liquid Waste Treatment Plant and System Operators operate and/or control an entire process or system, often through the use of panelboards, controlboards, or semi-automatic equipment, to transfer or treat water and/or liquid waste.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	All	(100%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	81%	6%	13%	0%
Other Occupational Experience Accepted	12%	76%		12%
Training in Lieu Of Experience Accepted	31%	63%		6%
Technical/Vocational Training Required	69%	6%	25%	0%

## **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

Technical: Able to write effectively, maintain equipment, read monitoring equipment, operate precision measuring instruments, apply principles of hazardous & toxic disposal, maintain progress notes and treatment summaries, adjust and calibrate field equipment, accurately record and report information, and follow safe equipment operating practices, statistical process control procedures, waste water treatment procedures, and government regulations and reporting requirements. Possess valid driver's license, knowledge of water processing equipment, and understand collection and sampling techniques.

Physical: Able to tolerate dust and unpleasant odors, walk for prolonged periods of time, work outdoors in all weather conditions, and stand continuously for 2 or more hours.

Personal: Able to work independently and assess emergency situations and set priorities quickly. Possess willingness to work with close supervision and work on-call, nights, weekends, and holidays.

Basic: Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

### **Positions requiring license or certification:**

Waste Water Treatment Plant Operator (municipal or government owned)  
Water Treatment Plant Operator

## **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	3	Spreadsheet	4
Database	2	Desktop Publishing	0

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Moderately Difficult
Inexperienced:	Moderately Difficult

## **TURNOVER**

*Responding employers reported a total of 11 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Few	(9%)
Employees Leaving	Most	(64%)
Promotions	Some	(27%)
Temporary	None	(0%)

## **RECRUITMENT METHODS**

(Out of 16 firms, 16 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Newspaper Ads	Most	(63%)
In-House Promotion or Transfer	Many	(56%)
Employee Referrals	Some	(25%)
Walk-In Applicants	Some	(25%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION:** Large (117 to 138)

**GENDER:** Female employees 5 (8%)  
Male employees 54 (92%)

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Government  
Water supply firms  
Air, water, and solid waste management firms

# WATER AND LIQUID WASTE TREATMENT PLANT AND SYSTEM OPERATORS

**OES CODE: 950020**

**16 Firms Responding - 59 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	8.00-11.00	9.00
New Hires, Experienced	8.00-16.33	11.77
Experienced, 3 Years w/Firm	13.00-18.28	16.33

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	Not Applicable	
New Hires, Experienced	12.45-15.60	14.45
Experienced, 3 Years w/Firm	13.07-27.83	16.64

(38% of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Almost All	(88%)
Part Time, avg 17 hrs/wk	Few	(8%)
Temporary/On Call, avg 2 hrs/wk	Few	(3%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 16 firms, 16 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Few	(13%)
Graveyard	Few	(6%)
Other Shifts	Few	(6%)

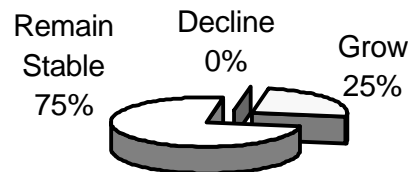
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	56%	0%	25%	0%	0%	0%
Dental	69%	0%	13%	0%	0%	0%
Vision	56%	0%	13%	0%	0%	0%
Life	56%	0%	0%	0%	0%	0%
Sick	81%	0%	0%	0%	0%	0%
Vacation	88%	0%	0%	0%	0%	0%
Retirement	63%	0%	13%	0%	6%	0%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

Growth Rate, 1995-2002: 17.9%, Average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 16 firms, 16 answered this question)

Many (44%) of responding employers may promote employees to one or more of the following:

Chief wastewater operator, crew leader, grade II,III water operator, water and sewer operations manager, maintenance foreman, chief plant operator, plant operator III, water production supervisor

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 468; the California Occupational Guides, No. 443; and the California Professional & Business License Handbook, Sixth Edition 1999, pages 167 and 278. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

None provided in survey area.

# *Guide to 1999 Occupational Summaries*

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Following are key terms and descriptions of each section of the 1999 Occupational Summaries. The terms and guidelines used are standard for all Service Delivery Areas (SDA) or Workforce Investment Boards (WIB) participating in the CCOIS program, lending consistency to area comparisons. The 1999 Occupational Summaries have been reorganized and use different titles than previous years.

## **DESCRIPTION OF OCCUPATION**

Descriptions are taken from the Occupational Employment Statistics Dictionary, published by the U.S. Department of Labor. If a surveyed occupation does not have an OES number, the description is taken from the Dictionary of Occupational Titles.

## **EMPLOYER REQUIREMENTS**

**Education** shows the minimum level of education that firms require when hiring an applicant. Employers were asked to check one level of education only from the choices: less than high school, high school diploma or equivalent, Associate Degree (2 year), Bachelor Degree (4 year), or Graduate Study. All categories are included in the occupational summaries showing the percentage of responses. While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers=educational statements have been included in this report.

**Training** shows the percentage of responding employers who stated they accept or do not accept training as a substitute for experience and the length of training. Employers also were asked if technical or vocational training is required, not required, or not required but preferred prior to employment and to describe what and how much training is needed. The length and type of training required is listed when 20% or more of responding employers indicated they require the same training.

**Prior experience** shows the percentage of responding employers who stated prior experience is required, not required, or not required but preferred. The range of the amount of experience required is also shown.

**Skills, licenses and other requirements** are shown in each summary when applicable. **Skills** needed for job entry lists skills desired for each occupation. The data is taken from two sources.

1. The primary source is LMID's skills database. The skills in the database are categorized as **technical, physical, personal, and basic**. Occasionally one or two categories were not shown on LMID's list and, therefore, not shown on the report.
2. The second source is employers' responses to the question, "What **computer software skills**, if any, does your firm seek in applicants for this occupation?" When 20% or more of responding employers reported the same responses to this question they were grouped and included with LMID's skills and LMID's four database categories by the Program Coordinator (based on professional knowledge).

Licensing and other requirements information was taken from the **California License Handbook, Fifth Edition, 1997**, co-sponsored by the State of California, Governor Pete Wilson, California Trade & Commerce Agency, EDD, and the Department of Consumer Affairs. Licensing or certification required by employers is listed when 20% or more of responding employers indicated they require the same licensing or certification.

# *Guide to 1999 Summaries, continued*

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## EMPLOYMENT TRENDS

**Supply and demand** terms used in this section refer to the relative difficulty employers experience in locating qualified applicants for entry and experienced positions in the occupation.

<b>Very difficult</b>	Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when openings exist.
<b>Moderately difficult</b>	Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.
<b>Not difficult</b>	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Supply and demand terms are listed separately for inexperienced and experienced workers unless the supply and demand is the same. In that case, the term applicant applies for both inexperienced and experienced workers.

**Turnover** shows the number of people hired during the last 12 months is listed with reasons for employment and the turnover rate. Turnover rate is the number of vacancies from promotion and employees leaving the firm over the last 12 months divided by the number of jobs represented by the employers responding to the survey.

**Recruitment Methods** data is obtained from employer surveys. The top three most successful recruitment methods reported for the occupation are listed.

**Size of occupation** is taken from data prepared by EDD. Occupation data for the 1999 report is from Table 6, of the "Occupational Employment Projections, 1995-2002, Mother Lode Consortium," pages D-4 through D-13, of the **Projections and Planning Information, Tuolumne County**, published by State of California/Employment Development Department/Labor Market Information Division in June 1998. Whenever an occupation was not listed in the "Projections," the words "Not Available" appear on the size and growth lines of the report. The terms **small, medium, large, and very large** used to describe the size refer to the estimated number of workers in the survey area.

**Occupational size** in the Mother Lode Consortium is measured using the following scale:

### 1999

<b>Small</b>	Less than 57
<b>Medium</b>	57 to 114
<b>Large</b>	115 to 247
<b>Very large</b>	248 and above

**Gender** information is taken from survey responses.

**Where the Jobs are** lists the industries represented by the employers who responded to the survey and Occupation Forecast Information published by EDD, December 1998. Industry titles are taken from the corresponding SIC codes shown in the "Numerical List of Short Titles" section of the **Standard Industrial Classification** Manual published in 1987. Whenever two or more industry titles were similar, the Program Coordinator (based on professional knowledge) combined the two titles into one to avoid redundancy.



# *Guide to 1999 Summaries, continued*

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**Projections** show the growth rate of an occupation. Growth rate describes the expected growth for the 1999 occupational summaries= outlook period. One of several standard terms is used as follows:

<b>Much faster than average</b>	= 1.50 times average or more
<b>Faster than average</b>	= 1.10 to but not including 1.50 times average
<b>Average</b>	= .90 to but not including 1.10 times average
<b>Slower than average</b>	= Less than .90 times average
<b>No significant change, or remain stable</b>	
<b>Slow decline</b>	

Projections also show whether responding employers expect the firm's employment to decline, remain stable, or grow over the next 24 months. Percentages of each category's responses are shown in each occupational summary.

## **WAGES AND BENEFITS**

**Hourly wage** information is obtained from employers' responses. Results are reported for three levels of experience defined as follows:

<b>New Hires, No Experience</b>	Wage paid to persons trained but without paid experience in the occupation.
<b>New Hires, Experienced</b>	Wage paid to journey-level or experienced persons just starting at the firm.
<b>Experienced, 3 Years With Firm</b>	Wages generally paid to persons with more than three years= journey-level experience at the firm

Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. The report does not include extreme wages.

Wages are reported to the nearest cent for all wage ranges and median wage. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

The Occupational Outlook Report has at least one and sometimes two wage sections, dependent upon the percentage of employers who state that the wages for their employees in the occupation are subject to a union or collective bargaining agreement. One wage section, entitled "Wages (Union, Non-Union, and Union Undetermined)" is used when the percentage of employers that have employees who are subject to a union or collective bargaining agreement is either greater than 80% or less than 20%. Two wage sections occur when the percentage of employers that have employees who are subject to a union or collective bargaining agreement is from 20% to 80%. The two sections are entitled: "Wages (Non-Union and Union Undetermined)" and "Wages (Union)". Even if union circumstances indicate two sections, it may be necessary to show only one wage section in order to protect confidentiality.

**Benefits** includes all categories in the summaries except the "other" category. Because most employers did not list an "other" benefit, none are shown in the summaries.

**Hours** are the average weekly hours and are shown as "weighted averages" by the number of employees.

**Shift** information is obtained from employers' responses.

# *Guide to 1999 Summaries, continued*

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## **OTHER INFORMATION**

**Promotional Opportunities** data is obtained from responding employers who state promotional opportunities exist for the occupation. All responses are included in the summaries. Whenever the promotional job titles were similar, the Program Coordinator (based on professional knowledge) combined them to avoid redundancy.

**Related Dictionary of Occupational Titles and Codes** (DOTs) listed are not taken from survey responses. Because the DOT uses a more detailed classification system than the OES, each OES-defined occupation can be matched to several related DOT-defined occupations. The DOT related occupation titles and codes are taken from the "OES to DOT Conversion" section of the **CCOIS Technical Guide Supplement** published by the State of California Employment Development Department. Only some of the more sizeable DOT-related occupations are listed for each surveyed occupation. The codes were selected based on the professional knowledge of the Program Coordinator.

**Additional references** listed in the report are as follows:

**Occupational Outlook Handbook (OOH)**, 1998-1999 Edition, U.S. Department of Labor.

**California Occupational Guide (COG) Bulletin**, published by the Labor Market Information Division, California State Employment Development Department. The **Guides** are also available through LMID's home page on the Internet: <http://www.calmis.cahwnet.gov>.

**California License Handbook, Fifth Edition**, 1997, co-sponsored by the State of California, Governor Pete Wilson, California Trade & Commerce Agency, EDD, and the Department of Consumer Affairs.

Additional California labor market information and EDD services can be obtained through LMID's home page on the Internet: <http://www.calmis.cahwnet.gov>.

## **KEY TERMS**

When reference is made to **All**, **almost all**, **most**, **many**, **some**, or **few** of the survey respondents, the following guidelines apply:

**All** 100%

**Almost All** 80% up to but not including 100%

**Most** 60% up to but not including 80%

**Many** 40% up to but not including 60%

**Some** 20% up to but not including 40%

**Few** less than 20%

# *1999 Occupational Summaries*

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The twenty-one occupational summaries listed below appear in this section. Data for these occupations were collected the spring/summer/fall of 1999.

The occupations studied were selected by MLJT and community members from each county to determine if the occupation

- Had a substantial employment base in the survey area
- Had a substantial number of projected job openings
- Had a potential salary of \$7/hr
- Met a local need

Changing economic conditions after each year's survey period could alter the results presented in these summaries.

## **1999 Occupations Surveyed**

Cashiers  
Computer Network Technicians  
Cooks - Restaurant  
Correction Officers and Jailers  
Food Preparation Workers  
General Office Clerks  
Heating, Air Conditioning, and Refrigeration Mechanics and Installers  
Home Health Aides  
Janitors and Cleaners - Except Maids and Housekeeping Cleaners  
Licensed Vocational Nurses  
Maids and Housekeeping Cleaners  
Maintenance Repairers - General Utility  
Medical Assistants  
Paralegal Personnel  
Registered Nurses  
Secretaries, Except Legal and Medical  
Stock Clerks - Sales Floor  
Telephone and Cable T.V. Line Installers and Repairers  
Traffic, Shipping, and Receiving Clerks  
Truck Drivers - Heavy or Tractor Trailer  
Vocational and Educational Counselors

# Cashiers

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OES Code: 490230

257 Jobs Represented by the 15 Firms Responding

## Description of Occupation

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

## Employer Requirements

### Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 33%; high school diploma or equivalent, 67%; Associate Degree (2 year), 0%; Bachelor Degree (4 year), 0%; Graduate Study, 0%.

### Training

**Almost all** (89%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 2 to 6 months. Out of 15 responding firms 16 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 0%; no, 93%; not required, but preferred, 7%.

### Prior Experience

Responding firms reported they require previous experience as follows: yes, 7%; no, 40%; not required, but preferred, 53%. Prior experience required or preferred ranged from 3 to 12 months.

### Skills, Licenses, and Other Requirements

Skills needed for job entry:

*Technical:* Possess cash handling skills.

*Physical:* Able to stand continuously for 2 or more hours.

*Personal:* Able to perform routine, repetitive work and deal tactfully with customers. Possess customer service and public contact skills, and willingness to work with close supervision.

*Basic:* Able to read and follow written and oral instructions and write legibly. Possess oral communication and basic math skills.

No license or other requirements needed.

## Employment Trends

### Supply and Demand

Responding firms report it is **very difficult** to find qualified experienced and inexperienced applicants who meet their hiring standards. Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when openings exist.

### Turnover

Responding firms reported 224 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 8%; people in permanent positions leaving firms, 82%; growth, 8%; temporary/seasonal positions, 2%. Turnover rate was 78%.

### Recruitment Methods (Out of 15 firms, 15 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are walk-in applicants (87%), employee referrals, (47%), and newspaper ads, (40%).

### Size of Occupation

Size of Occupation: Very large (1,190 to 1,410).

Gender: Male employees, 89 (35%)

Female employees, 168 (65%)

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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## Where the Jobs Are

Lumber and other building materials, department, miscellaneous general merchandise, grocery, auto and home supply, and drug and proprietary stores; gasoline service stations; eating places; hotels and motels; amusement and recreation services

## Projections

Growth Rate, 1995-2002: 18.5%, Faster than average (Projected growth for all occupations is 13.9%.)

**Most** (60%) responding firms expect this occupation's employment to remain stable over the next 24 months, while **many** (40%) expect it to grow. **None** (0%) expect it to decline. (Out of 15 firms, 15 answered this question.)

## Wages and Benefits

### Hourly Wages (June/October 1999)

	Wages (Non-Union, and Union Undetermined)			Wages (Union)		
	Low	High	Median	Low	High	Median
New Hires, No Experience	5.75	6.00	5.75	5.85	8.70	7.09
New Hires, Experienced	5.75	6.50	6.13	5.85	11.00	8.00
Experienced, 3 Years With Firm	5.75	9.00	7.00	8.20	16.34	9.90

### Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	20%	20%	27%	13%	13%	13%
Dental Insurance	13%	7%	27%	7%	7%	7%
Vision Insurance	13%	7%	20%	7%	7%	7%
Life Insurance	13%	7%	13%	7%	7%	7%
Sick Leave	20%	13%	13%	7%	7%	7%
Vacation	40%	27%	13%	7%	7%	7%
Retirement Plan	7%	7%	27%	13%	7%	13%
Child Care	0%	7%	0%	0%	7%	7%

### Hours

Full time, 48%, avg 39 hrs/wk

Temporary/On call, 0%, avg 0 hrs/wk

Part time, 49%, avg 24 hrs/wk

Seasonal, 3%, avg 22 hrs/wk

**Shifts** (Out of 15 firms, 15 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 100%      Swing, 67%      Graveyard, 7%      Other shifts, 0%

## Other Information

**Promotional Opportunities** (Out of 15 firms, 15 answered this question.)

**Most** (73%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to sales floor, head cashier, key cashier, purchasing agent, lead associate, shift supervisor, assistant manager, accounting assistant, department manager, supervisor, and manager.

### Related Dictionary Of Occupational Titles and Codes

Cashier I	211.362-010	Cashier-Checker	211.462-014
Cashier II	211.462-010	Cashier-Wrapper	211.462-018

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, No. 248; the **California Occupational Guide**, No. 31. For California labor market and occupational information on the Internet:

<http://www.calmis.ca.gov>.

# Computer Network Technicians

DOT Code: 033.162-996

35 Jobs Represented by the 16 Firms Responding

## Description of Occupation

Computer Network Technicians install and maintain personal computers and connect them to local and/or wide area networks (LANs/WANs). Technicians perform troubleshooting, diagnosis, and repair of computers and peripheral equipment; they also work on network related hardware and software problems. They may assign passwords, use manuals, maintain a variety of logs and communicate with Network Managers or others about specific system problems. In addition, they may provide training and education to other staff on network operations, applications, and usage.

## Employer Requirements

### Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 0%; high school diploma or equivalent, 75%; Associate Degree (2 year), 13%; Bachelor Degree (4 year), 13%; Graduate Study, 0%.

### Training

**Most** (63%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 12 to 24 months. Out of 16 responding firms 16 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 50%; no, 19%; not required, but preferred, 31%. Out of 16 responding firms 9 indicated the type of technical or vocational training they require or prefer are computer classes or network certification.

### Prior Experience

Responding firms reported they require previous experience as follows: yes, 81%; no, 0%; not required, but preferred, 19%. Prior experience required or preferred ranged from 6 to 60 months.

## Skills, Licenses, and Other Requirements

Skills needed for job entry:

*Technical:* Knowledge of modern software applications, Local Area Network administration, and Local Area Network/Wide Area Network technologies, microcomputers, supporting software and operating systems. Able to identify, research and resolve technical problems; prepare documentation; communicate equally well with both technically literate and those who have no computer background; and stay current with new and emerging technologies. Possess analytical skills and mechanical aptitude.

*Physical:* Able to sit for extended periods; frequently stand, walk, stoop, kneel, and crouch; physical ability to lift and carry objects weighing up to 50 pounds.

*Personal:* Able to work independently and under pressure.

*Basic:* Possess both oral and written communication skills.

No license or other requirements needed.

## Employment Trends

### Supply and Demand

Responding firms report it is **moderately difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified experienced applicants. Employers may have some difficulty finding qualified experienced applicants at times. Responding firms report it is **not difficult** to find qualified inexperienced applicants. Supply of qualified inexperienced applicants is considerably greater than demand, creating a very competitive job market for applicants.

### Turnover

Responding firms reported 13 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 15%; people in permanent positions leaving firms, 15%; growth, 38%; temporary/seasonal positions, 31%. Turnover rate was 11%.

### Recruitment Methods (Out of 16 firms, 16 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are newspaper ads (75%), in-house promotion (50%), and employee referrals (38%).

### Size of Occupation

Size of Occupation: Not available.

Gender: Male employees, 27 (77%)

Female employees, 8 (23%)

**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

# Computer Network Technicians

## Where the Jobs Are

Water supply and telephone communications firms, except radio; computer and software stores; savings institutions, except federal; information retrieval services; amusement and recreations services; general medical and surgical hospitals; elementary and secondary schools; junior colleges; libraries; job training and related services; correctional institutions; administration of educational programs; and administration of social and manpower programs.

## Projections

Growth Rate, 1995-2002: Not available.

**Many** (56%) responding firms expect this occupation's employment to remain stable over the next 24 months, while **many** (44%) expect it to grow. **None** (0%) expect it to decline. (Out of 16 firms, 16 answered this question.)

## Wages and Benefits

### Hourly Wages (June/October 1999)

	Wages (Non-Union and Union Undetermined)			Wages (Union)		
	Low	High	Median	Low	High	Median
New Hires, No Experience	8.00	11.43	9.72	0.00	0.00	0.00
New Hires, Experienced	8.00	15.85	11.97	12.05	21.92	14.75
Experienced, 3 Years With Firm	12.00	24.50	17.30	12.70	26.45	16.68

### Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	56%	0%	31%	6%	0%	0%
Dental Insurance	69%	0%	19%	6%	0%	0%
Vision Insurance	63%	0%	19%	6%	0%	0%
Life Insurance	56%	0%	13%	0%	0%	0%
Sick Leave	69%	0%	13%	0%	0%	0%
Vacation	75%	0%	13%	0%	0%	0%
Retirement Plan	31%	0%	50%	6%	0%	0%
Child Care	6%	0%	6%	0%	13%	0%

## Hours

Full time, 91%, avg 41 hrs/wk

Temporary/On call, 6%, avg 40 hrs/wk

Part time, 3%, avg 25 hrs/wk

Seasonal, 0%, avg 0 hrs/wk

**Shifts** (Out of 16 firms, 16 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 100%      Swing, 19%      Graveyard, 6%      Other shifts, 19%

## Other Information

**Promotional Opportunities** (Out of 16 firms, 16 answered this question.)

**Many** (56%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to information systems specialist; manager; supervisor; service managers; technician II, Sr.; service analyst; programmer II, Sr.; director of technology services; information systems manager; and executive promotions.

### Related Dictionary Of Occupational Titles and Codes

Computer Systems Hardware Analyst	033.167-010	Network Control Operator	031.262-014
Data Communications Analyst	031.262-010	Technical Support Specialist	033.162-018

For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

# Cooks - Restaurant

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OES Code: 650260

191 Jobs Represented by the 17 Firms Responding

## Description of Occupation

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

## Employer Requirements

### Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 65%; high school diploma or equivalent, 35%; Associate Degree (2 year), 0%; Bachelor Degree (4 year), 0%; Graduate Study, 0%.

### Training

**Almost all** (88%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 1 to 36 months. Out of 17 responding firms 17 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 12%; no, 71%; not required, but preferred, 18%.

### Prior Experience

Responding firms reported they require previous experience as follows: yes, 53%; no, 6%; not required, but preferred, 41%. Prior experience required or preferred ranged from 2 to 36 months.

### Skills, Licenses, and Other Requirements

Skills needed for job entry:

*Technical:* Able to handle multiple food orders in a timely fashion.

*Physical:* Able to stand continuously for 2 or more hours.

*Personal:* Able to work under pressure and independently. Possess good grooming skills and a willingness to work with close supervision and work nights, weekends, and holidays.

*Basic:* Able to read and follow both written and oral instructions.

No license or other requirements needed.

## Employment Trends

### Supply and Demand

Responding firms report it is **very difficult** to find qualified experienced and inexperienced applicants who meet their hiring standards. Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when openings exist.

### Turnover

Responding firms reported 55 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 2%; people in permanent positions leaving firms, 60%; growth, 5%; temporary/seasonal positions, 33%.

Turnover rate was 18%.

### Recruitment Methods (Out of 17 firms, 17 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are newspaper ads (82%), employee referrals (65%), and walk-in applicants (53%).

### Size of Occupation

Size of Occupation: Very large (300 to 350).

Gender: Male employees, 136 (71%)

Female employees, 55 (29%)

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Cooks - Restaurant

## Where the Jobs Are

Malt beverage manufacturers, eating places, hotels and motels, sporting and recreation camps, amusement and recreation services, civic and social associations

## Projections

Growth Rate, 1995-2002: 16.7%, faster than average (Projected growth for all occupations is 13.9%.)

**Almost all** (82%) responding firms expect this occupation's employment to remain stable over the next 24 months, while a **few** (18%) expect it to grow. **None** (0%) expect it to decline. (Out of 17 firms, 17 answered this question.)

## Wages and Benefits

### Hourly Wages (June/October 1999)

**Wages** (Union, Non-Union, and Union Undetermined)

	Low	High	Median
New Hires, No Experience	5.75	6.00	6.00
New Hires, Experienced	5.75	9.00	7.00
Experienced, 3 Years With Firm	6.50	13.97	8.50

### Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	13%	0%	38%	19%	0%	6%
Dental Insurance	6%	0%	19%	0%	6%	0%
Vision Insurance	6%	0%	13%	0%	6%	0%
Life Insurance	6%	0%	13%	0%	6%	0%
Sick Leave	31%	6%	6%	0%	0%	0%
Vacation	56%	13%	6%	0%	0%	0%
Retirement Plan	13%	0%	19%	0%	0%	0%
Child Care	0%	0%	6%	0%	0%	0%

### Hours

Full time, 75%, avg 39 hrs/wk

Part time, 10%, avg 24 hrs/wk

Temporary/On call, 1%, avg 5 hrs/wk

Seasonal, 14%, avg 42 hrs/wk

**Shifts** (Out of 17 firms, 17 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 94%                      Swing, 82%                      Graveyard, 12%                      Other shifts, 0%

## Other Information

**Promotional Opportunities** (Out of 17 firms, 17 answered this question.)

**Almost all** (82%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to receiving clerk, office assistant, executive chef, C-cook, B-cook, salaried position, prep cook, cook, chef, shift manager, head cook, line chef, sous chef, supervisor, banquet cook, assistant manager, kitchen manager, and manager.

### Related Dictionary Of Occupational Titles and Codes

Chef de Froid	313.281-010	Cook	313.361-014
Cook Apprentice	313.361-018	Cook, Station	315.361-022

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 312; the **California Occupational Guide**, No. 93. For California labor market and occupational information on the Internet:

<http://www.calmis.ca.gov>.

# Correction Officers and Jailers

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OES Code: 630170

1033 Jobs Represented by the 9 Firms Responding

## Description of Occupation

Correction Officers and Jailers guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison, or other point, traveling by automobile or public transportation, and may be designated deputy guard. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions.

## Employer Requirements

### Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 0%; high school diploma or equivalent, 100%; Associate Degree (2 year), 0%; Bachelor Degree (4 year), 0%; Graduate Study, 0%.

### Training

A **few** (11%) responding firms reported training is acceptable as a substitute for experience. Training acceptable was not indicated.

### Prior Experience

Responding firms reported they require previous experience as follows: yes, 0%; no, 89%; not required, but preferred, 11%. Prior experience required or preferred was 12 months.

### Skills, Licenses, and Other Requirements

Skills needed for job entry:

*Technical:* Able to interview others for information and write effectively. Possess record keeping and problem solving skills.

*Physical:* Able to pass a pre-employment medical examination and a physical performance test.

*Personal:* Able to interact well with others, read and comprehend information quickly, work under pressure, handle crisis situations,, and work independently. Possess an understanding of a variety of cultures.

*Basic:* Able to think logically, read and follow both written and oral instructions, and write legibly. Possess oral communication skills.

No license or other requirements needed.

## Employment Trends

### Supply and Demand

Responding firms reported that experience is not required and it is **moderately difficult** to find qualified inexperienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

### Turnover

Responding firms reported 76 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 11%; people in permanent positions leaving firms, 41%; growth, 12%; temporary/seasonal positions, 37%. Turnover rate was 4%.

### Recruitment Methods (Out of 9 firms, 9 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are employee referrals (56%), newspaper ads (56%), and other (56%).

### Size of Occupation

Size of Occupation: Very large (1030 to 1330).

Gender: Male employees, 833 (81%)

Female employees, 200 (19%)

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Correction Officers and Jailers

## Where the Jobs Are

Executive and legislative offices, correctional institutions, public order and safety offices

## Projections

Growth Rate, 1995-2002: 29.1%, much faster than average (Projected growth for all occupations is 13.9%.)

**Many** (56%) responding firms expect this occupation's employment to grow over the next 24 months, while **some** (33%) expect it to remain stable. **A few** (11%) expect it to decline. (Out of 9 firms, 9 answered this question.)

## Wages and Benefits

### Hourly Wages (June/October 1999)

	Wages (Union)		
	Low	High	Median
New Hires, No Experience	10.21	16.38	12.12
New Hires, Experienced	11.26	17.31	13.94
Experienced, 3 Years With Firm	13.65	24.81	19.12

### Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	11%	0%	89%	11%	0%	0%
Dental Insurance	11%	0%	89%	11%	0%	0%
Vision Insurance	22%	0%	78%	11%	0%	0%
Life Insurance	56%	0%	11%	11%	11%	0%
Sick Leave	100%	11%	0%	0%	0%	0%
Vacation	100%	11%	0%	0%	0%	0%
Retirement Plan	22%	0%	78%	11%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

### Hours

Full time, 91%, avg 40 hrs/wk

Part time, 4%, avg 30 hrs/wk

Temporary/On call, 4%, avg 34 hrs/wk

Seasonal, 0%, avg 0 hrs/wk

**Shifts** (Out of 9 firms, 9 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 100%

Swing, 100%

Graveyard, 100%

Other shifts, 11%

## Other Information

**Promotional Opportunities** (Out of 9 firms, 9 answered this question.)

**All** (100%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to sergeant; lieutenant; corporal; counselor; correctional sergeant; sergeant, youth authority; senior youth correctional counselor; parole agent I, youth authority; senior correctional officer; senior youth correctional officer; and youth correctional counselor.

### Related Dictionary Of Occupational Titles and Codes

Jailer 372.367-014

Correction Officer 372.677-018

Patrol Conductor 372.677-010

Police Officer II 375.367-010

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 339; the **California Occupational Guide**, No. 220. For California labor market and occupational information on the Internet:

<http://www.calmis.ca.gov>.

# Food Preparation Workers

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OES Code: 650380

178 Jobs Represented by the 17 Firms Responding

## Description of Occupation

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

## Employer Requirements

### Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 65%; high school diploma or equivalent, 35%; Associate Degree (2 year), 0%; Bachelor Degree (4 year), 0%; Graduate Study, 0%.

### Training

**Most** (63%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 1 to 6 months. Out of 17 responding firms 17 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 0%; no, 94%; not required, but preferred, 6%.

### Prior Experience

Responding firms reported they require previous experience as follows: yes, 12%; no, 53%; not required, but preferred, 35%. Prior experience required or preferred ranged from 3 to 12 months.

### Skills, Licenses, and Other Requirements

Skills needed for job entry:

*Technical:* Able to handle multiple food orders in a timely fashion.

*Physical:* Able to work rapidly and stand continuously for 2 or more hours.

*Personal:* Able to work under pressure and independently. Possess high standards of personal cleanliness and a willingness to work with close supervision.

*Basic:* Able to read and follow both written and oral instructions. Possess oral communication skills.

No license or other requirements needed.

## Employment Trends

### Supply and Demand

Responding firms report it is **very difficult** to find qualified experienced applicants who meet their hiring standards.

Demand is greater than supply of qualified experienced applicants. Employers often cannot find qualified experienced applicants when openings exist. Responding firms report it is **moderately difficult** to find qualified inexperienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

### Turnover

Responding firms reported 129 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 6%; people in permanent positions leaving firms, 74%; growth, 2%; temporary/seasonal positions, 17%.

Turnover rate was 58%.

### Recruitment Methods (Out of 17 firms, 17 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are newspaper ads (71%), employee referrals (59%), and walk-in applicants (53%).

### Size of Occupation

Size of Occupation: Very large (700 to 800).

Gender: Male employees, 55 (31%)

Female employees, 123 (69%)

**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Food Preparation Workers

## Where the Jobs Are

Grocery stores, eating places, hotels and motels, amusement and recreation services, skilled nursing care facilities, elementary and secondary schools, correctional institutions

## Projections

Growth Rate, 1995-2002: 14.3%, average (Projected growth for all occupations is 13.9%.)

**Most** (71%) responding firms expect this occupation's employment to remain stable over the next 24 months, while **some** (29%) expect it to grow. **None** (0%) expect it to decline. (Out of 17 firms, 17 answered this question.)

## Wages and Benefits

### Hourly Wages (June/October 1999)

**Wages** (Union, Non-Union, and Union Undetermined)

	Low	High	Median
New Hires, No Experience	5.75	8.06	5.75
New Hires, Experienced	5.75	8.91	6.50
Experienced, 3 Years With Firm	6.00	10.00	8.00

### Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	25%	0%	31%	25%	0%	0%
Dental Insurance	19%	0%	19%	13%	0%	0%
Vision Insurance	31%	0%	13%	13%	0%	0%
Life Insurance	6%	0%	6%	0%	6%	6%
Sick Leave	31%	19%	6%	0%	0%	0%
Vacation	44%	19%	13%	6%	0%	0%
Retirement Plan	6%	0%	31%	13%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

### Hours

Full time, 25%, avg 37 hrs/wk

Part time, 65%, avg 23 hrs/wk

Temporary/On call, 3%, avg 14 hrs/wk

Seasonal, 8%, avg 30 hrs/wk

**Shifts** (Out of 17 firms, 17 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 94%      Swing, 71%      Graveyard, 12%      Other shifts, 0%

## Other Information

**Promotional Opportunities** (Out of 17 firms, 17 answered this question.)

**Almost all** (82%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to production leader, management, department manager, kitchen manager, manager, cook, shift supervisor, shift manager, assistant manager, supervisor, food service worker II, cook-baker, cook manager, journeyman deli cook, bakery, cook I, and cook II.

### Related Dictionary Of Occupational Titles and Codes

Sandwich Maker	317.664-010	Cook Helper	317.687-010
Kitchen Helper	318.687-010	Food assembler, Kitchen	319.484-010

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 312.

For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

# General Office Clerks

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OES Code: 553470

135 Jobs Represented by the 17 Firms Responding

## Description of Occupation

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Does not include workers whose duties are narrowly defined.

## Employer Requirements

### Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 0%; high school diploma or equivalent, 100%; Associate Degree (2 year), 0%; Bachelor Degree (4 year), 0%; Graduate Study, 0%.

### Training

**Most** (63%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 3 to 24 months. Out of 17 responding firms 17 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 12%; no, 76%; not required, but preferred, 12%.

### Prior Experience

Responding firms reported they require previous experience as follows: yes, 47%; no, 6%; not required, but preferred, 47%. Prior experience required or preferred ranged from 6 to 36 months.

### Skills, Licenses, and Other Requirements

Skills needed for job entry:

*Technical:* Able to type at least 45 wpm. Possess telephone answering, alphabetic and numeric filing, and English grammar, spelling, punctuation, and business math skills.

*Physical:* Not applicable.

*Personal:* Able to use time effectively, meet deadlines, maintain good customer relations, and apply common sense. Possess flexibility, and customer service, organizational, interpersonal, and public contact skills.

*Basic:* Able to read and follow both written and oral instructions and write legibly. Possess oral communication skills. No license or other requirements needed.

## Employment Trends

### Supply and Demand

Responding firms report it is **moderately difficult** to find qualified experienced and inexperienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

### Turnover

Responding firms reported 32 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 13%; people in permanent positions leaving firms, 59%; growth, 28%; temporary/seasonal positions, 0%. Turnover rate was 17%.

### Recruitment Methods (Out of 17 firms, 16 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are newspaper ads (75%), employee referrals (63%), and in-house promotion or transfer (50%).

### Size of Occupation

Size of Occupation: Very large (1050 to 1150).

Gender: Male employees, 6 (4%)

Female employees, 129 (96%)

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# General Office Clerks

## Where the Jobs Are

Single-family housing construction; lumber and other building materials stores; grocery stores; furniture stores; insurance agents, brokers, and services; mobile home site operators; title abstract offices; automotive repair shops; office and clinics of medical doctors and dentists; elementary and secondary schools; residential care services; architectural services; executive and legislative offices; air, water and solid waste management offices

## Projections

Growth Rate, 1995-2002: 9.5%, slower than average (Projected growth for all occupations is 13.9%.)

**Almost all** (94%) responding firms expect this occupation's employment to remain stable over the next 24 months, while **a few** (6%) expect it to grow. **None** (0%) expect it to decline. (Out of 17 firms, 17 answered this question.)

## Wages and Benefits

### Hourly Wages (June/October 1999)

**Wages** (Union, Non-Union, and Union Undetermined)

	Low	High	Median
New Hires, No Experience	5.75	8.08	6.50
New Hires, Experienced	6.00	10.69	8.00
Experienced, 3 Years With Firm	7.21	12.40	9.00

### Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	47%	0%	29%	12%	0%	0%
Dental Insurance	35%	0%	12%	6%	0%	0%
Vision Insurance	29%	0%	6%	6%	0%	0%
Life Insurance	18%	0%	6%	6%	0%	0%
Sick Leave	65%	12%	6%	6%	0%	0%
Vacation	82%	12%	6%	6%	0%	0%
Retirement Plan	18%	6%	24%	6%	6%	0%
Child Care	0%	0%	0%	0%	6%	0%

### Hours

Full time, 67%, avg 40 hrs/wk

Temporary/On call, 26%, avg 19 hrs/wk

Part time, 7%, avg 23 hrs/wk

Seasonal, 0%, avg 0 hrs/wk

**Shifts** (Out of 17 firms, 17 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 100%      Swing, 0%      Graveyard, 0%      Other shifts, 6%

## Other Information

**Promotional Opportunities** (Out of 17 firms, 17 answered this question.)

**Almost all** (82%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to assistant office manager, office manager, customer service representative, sales agent, practice coordinator, patient coordinator, billing clerk, fiscal technical services assistant I, manager, assistant administrator, escrow officer, administrator, board secretary, administrative assistant, and clerk II, III.

### Related Dictionary Of Occupational Titles and Codes

Clerk, General	209.562-010	Administrative Clerk	219.362-010
Unit Clerk	245-362-014	Police Clerk	375.362-010

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 279; the **California Occupational Guide**, No. 295. For California labor market and occupational information on the Internet:

<http://www.calmis.ca.gov>.

**SURVEY AREA:** Mother Lode Consortium (Amador, Calaveras, Mariposa, Tuolumne Counties), 1999

# Heating, Air Conditioning, and Refrigeration Mechanics and Installers

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OES Code: 859020

54 Jobs Represented by the 14 Firms Responding

## Description of Occupation

Heating, Air Conditioning, and Refrigeration Mechanics and Installers install and repair heating, air conditioning, and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air furnaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling and central air conditioning systems. Does not include workers who do only plumbing and pipefitting work.

## Employer Requirements

### Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 29%; high school diploma or equivalent, 71%; Associate Degree (2 year), 0%; Bachelor Degree (4 year), 0%; Graduate Study, 0%.

### Training

**Most** (79%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 6 to 24 months. Out of 14 responding firms 14 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 43%; no, 50%; not required, but preferred, 7%. Out of 14 responding firms 5 indicated the type of technical or vocational training they require or prefer is heating, ventilating and air-conditioning training.

### Prior Experience

Responding firms reported they require previous experience as follows: yes, 50%; no, 0%; not required, but preferred, 50%. Prior experience required or preferred ranged from 6 to 72 months.

### Skills, Licenses, and Other Requirements

Skills needed for job entry:

*Technical:* Able to use hand tools and read wiring diagrams. Possess a valid driver's license.

*Physical:* Not applicable.

*Personal:* Able to use time effectively and work independently. Possess a good DMV driving record.

*Basic:* Able to read and follow instructions.

No license or other requirements needed.

## Employment Trends

### Supply and Demand

Responding firms report it is **very difficult** to find qualified experienced and inexperienced applicants who meet their hiring standards. Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when openings exist.

### Turnover

Responding firms reported 18 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 6%; people in permanent positions leaving firms, 44%; growth, 44%; temporary/seasonal positions, 6%. Turnover rate was 17%.

### Recruitment Methods (Out of 14 firms, 14 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are walk-in applicants (50%), employee referrals (36%), and newspaper ads (36%).

### Size of Occupation

Size of Occupation: Small (30 to 60).

Gender: Male employees, 53 (98%)

Female employees, 1 (2%)

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Heating, Air Conditioning, and Refrigeration Mechanics and Installers

## Where the Jobs Are

Plumbing, heating, air-conditioning contractors; roofing, siding, and sheet metal work contractors; liquefied petroleum gas dealers; refrigeration service and repair services; heating, air conditioning, and refrigeration contractors and miscellaneous repair services.

## Projections

Growth Rate, 1995-2002: 100%, much faster than average (Projected growth for all occupations is 13.9%.)

**Many** (50%) responding firms expect this occupation's employment to remain stable over the next 24 months, while **many** (50%) expect it to grow. **None** (0%) expect it to decline. (Out of 14 firms, 14 answered this question.)

## Wages and Benefits

### Hourly Wages (June/October 1999)

Wages (Union, Non-Union, and Union Undetermined)

	Low	High	Median
New Hires, No Experience	5.75	11.54	7.00
New Hires, Experienced	7.00	12.00	9.00
Experienced, 3 Years With Firm	11.00	15.00	12.00

### Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	29%	0%	21%	0%	14%	7%
Dental Insurance	14%	0%	7%	0%	7%	7%
Vision Insurance	14%	0%	0%	0%	7%	7%
Life Insurance	7%	0%	7%	0%	0%	0%
Sick Leave	14%	0%	7%	0%	0%	0%
Vacation	36%	0%	7%	0%	7%	0%
Retirement Plan	7%	0%	21%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

### Hours

Full time, 87%, avg 39 hrs/wk

Temporary/On call, 0%, avg 0 hrs/wk

Part time, 13%, avg 30 hrs/wk

Seasonal, 0%, avg 0 hrs/wk

**Shifts** (Out of 14 firms, 14 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 100%      Swing, 0%      Graveyard, 0%      Other shifts, 14%

## Other Information

**Promotional Opportunities** (Out of 14 firms, 14 answered this question.)

**Many** (50%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to sales, senior technician, service mechanic, installer, journeyman, foreman, field supervisor, management, and service technician.

### Related Dictionary Of Occupational Titles and Codes

Heating-and-Air-Conditioning Installer-Servicer	637.261-014	Refrigeration Unit Repairer	637.381-014
Solar-Energy-System Installer	637.261-030	Refrigeration Mechanic	637.261-026

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 369; the **California Occupational Guide**, No. 32. For California labor market and occupational information on the Internet:

<http://www.calmis.ca.gov>.

# Home Health Aides

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OES Code: 660110

116 Jobs Represented by the 15 Firms Responding

## Description of Occupation

Home Health Aides care for elderly, convalescent, or handicapped person in home of patient. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications under doctors' orders or direction of nurse. Does not include Nursing Aides and Homemakers.

## Employer Requirements

### Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 20%; high school diploma or equivalent, 80%; Associate Degree (2 year), 0%; Bachelor Degree (4 year), 0%; Graduate Study, 0%.

### Training

**Many** (53%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 1 to 6 months. Out of 15 responding firms 15 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 67%; no, 27%; not required, but preferred, 7%. Out of 15 responding firms 10 indicated the type of technical or vocational training they require or prefer is Home Health Aide training.

### Prior Experience

Responding firms reported they require previous experience as follows: yes, 27%; no, 0%; not required, but preferred, 73%. Prior experience required or preferred ranged from 6 to 12 months.

### Skills, Licenses, and Other Requirements

Skills needed for job entry:

*Technical:* Able to care for elderly persons, take vital signs, read labels and instructions,, apply transferring techniques moving patients, synthesize information, and prepare meals.

*Physical:* Possess good vision, emotional stability, and good physical condition.

*Personal:* Able to work independently, apply common sense, deal effectively with difficult individuals, and handle crisis situations. Possess reliability and honesty, patience and understanding, a caring and sympathetic attitude, adaptability, a willingness to work on-call, and listening, interpersonal, and customer service skills.

*Basic:* Able to read and follow instructions. Possess oral communication skills.

License or other requirements: A Home Health Aide license is required for persons working in this field, and a Nursing Assistant certificate is usually required.

## Employment Trends

### Supply and Demand

Responding firms report it is **moderately difficult** to find qualified experienced and inexperienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

### Turnover

Responding firms reported 50 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 6%; people in permanent positions leaving firms, 64%; growth, 28%; temporary/seasonal positions, 2%. Turnover rate was 30%.

### Recruitment Methods (Out of 15 firms, 15 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are newspaper ads (87%), walk-in applicants (47%), employee referrals and school, (33%), and program referrals (33%).

### Size of Occupation

Size of Occupation: Medium (50 to 80).

Gender: Male employees, 5 (4%)

Female employees, 111 (96%)

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Home Health Aides

## Where the Jobs Are

Rooming and boarding houses, skilled nursing care facilities, general medical and surgical hospitals, home health care services, specialty outpatient clinics, individual and family services, residential care services

## Projections

Growth Rate, 1995-2002: 60%, much faster than average (Projected growth for all occupations is 13.9%.)

**Many** (53%) responding firms expect this occupation's employment to grow over the next 24 months, while **many** (47%) expect it to remain stable. **None** (0%) expect it to decline. (Out of 15 firms, 15 answered this question.)

## Wages and Benefits

### Hourly Wages (June/October 1999)

**Wages** (Union, Non-Union, and Union Undetermined)

	Low	High	Median
New Hires, No Experience	5.75	8.50	7.00
New Hires, Experienced	5.75	8.98	7.50
Experienced, 3 Years With Firm	6.75	10.00	8.75

### Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	27%	0%	40%	13%	0%	0%
Dental Insurance	27%	0%	27%	13%	0%	0%
Vision Insurance	20%	0%	13%	13%	0%	0%
Life Insurance	13%	0%	7%	7%	0%	7%
Sick Leave	53%	27%	7%	7%	0%	0%
Vacation	53%	27%	7%	7%	0%	7%
Retirement Plan	20%	0%	7%	7%	0%	0%
Child Care	0%	0%	0%	0%	13%	13%

### Hours

Full time, 74%, avg 39 hrs/wk

Part time, 22%, avg 21 hrs/wk

Temporary/On call, 4%, avg 13 hrs/wk

Seasonal, 0%, avg 0 hrs/wk

**Shifts** (Out of 15 firms, 15 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 87%      Swing, 33%      Graveyard, 40%      Other shifts, 27%

## Other Information

**Promotional Opportunities** (Out of 15 firms, 15 answered this question.)

**Many** (47%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to residential care coordinator, assistant administrator, facility manager, supervisor, staffing coordinator, certified nursing assistant, patient care supervisor, medical receptionist, finance department, and positions not requiring a license.

### Related Dictionary Of Occupational Titles and Codes

Home Attendant      354.377-014

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 327; the **California Occupational Guide**, No. 461; and the **California Professional & Business License Handbook**, Sixth Edition 1999, page 161. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

# Janitors and Cleaners-Except Maids and Housekeeping Cleaners

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OES Code: 670050

163 Jobs Represented by the 15 Firms Responding

## Description of Occupation

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Does not include Maids and Housekeepers.

## Employer Requirements

### Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 20%; high school diploma or equivalent, 80%; Associate Degree (2 year), 0%; Bachelor Degree (4 year), 0%; Graduate Study, 0%.

### Training

**Almost all** (82%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 3 to 9 months. Out of 15 responding firms 15 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 0%; no, 100%; not required, but preferred, 0%.

### Prior Experience

Responding firms reported they require previous experience as follows: yes, 13%; no, 27%; not required, but preferred, 60%. Prior experience required or preferred ranged from 6 to 24 months.

### Skills, Licenses, and Other Requirements

Skills needed for job entry:

*Technical:* Not applicable.

*Physical:* Not applicable.

*Personal:* Not applicable.

*Basic:* Able to follow oral instructions.

No license or other requirements needed.

## Employment Trends

### Supply and Demand

Responding firms report it is **not difficult** to find qualified experienced applicants who meet their hiring standards. Supply of qualified experienced applicants is considerably greater than demand, creating a very competitive job market for experienced applicants. Responding firms report it is **moderately difficult** to find qualified inexperienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified inexperienced applicants. Employers may have some difficulty finding qualified inexperienced applicants at times.

### Turnover

Responding firms reported 82 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 11%; people in permanent positions leaving firms, 30%; growth, 57%; temporary/seasonal positions, 1%. Turnover rate was 21%.

### Recruitment Methods (Out of 15 firms, 15 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are newspaper ads (87%), employee referrals (47%), and walk-in applicants (40%).

### Size of Occupation

Size of Occupation: Very large (420 to 470).

Gender: Male employees, 86 (53%)

Female employees, 77 (47%)

**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# *Janitors and Cleaners-Except Maids and Housekeeping Cleaners*

## Where the Jobs Are

Poultry slaughtering and processing plants, building maintenance services, membership sports and recreation clubs, amusement and recreation services, elementary and secondary schools

## Projections

Growth Rate, 1995-2002: 11.9%, slower than average (Projected growth for all occupations is 13.9%.)

**Most** (73%) responding firms expect this occupation's employment to remain stable over the next 24 months, while **some** (27%) expect it to grow. **None** (0%) expect it to decline. (Out of 15 firms, 15 answered this question.)

## Wages and Benefits

### Hourly Wages (June/October 1999)

	Wages (Non-Union, and Union Undetermined)			Wages (Union)		
	Low	High	Median	Low	High	Median
New Hires, No Experience	5.75	8.00	7.16	7.27	10.93	9.94
New Hires, Experienced	6.25	10.00	7.50	9.26	13.20	10.26
Experienced, 3 Years With Firm	7.00	12.00	9.73	10.40	14.05	11.69

### Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	53%	0%	13%	33%	13%	0%
Dental Insurance	53%	0%	13%	33%	7%	0%
Vision Insurance	53%	0%	13%	33%	7%	0%
Life Insurance	13%	0%	7%	0%	7%	0%
Sick Leave	53%	13%	13%	13%	7%	0%
Vacation	53%	7%	13%	13%	0%	0%
Retirement Plan	7%	0%	53%	27%	0%	0%
Child Care	0%	0%	0%	0%	13%	0%

## Hours

Full time, 88%, avg 40 hrs/wk

Temporary/On call, 0%, avg 0 hrs/wk

Part time, 10%, avg 18 hrs/wk

Seasonal, 1%, avg 17 hrs/wk

**Shifts** (Out of 15 firms, 15 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 80%                      Swing, 73%                      Graveyard, 20%                      Other shifts, 7%

## Other Information

**Promotional Opportunities** (Out of 15 firms, 15 answered this question.)

**Most** (73%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to supervisor, assistant manager, lead janitor, maintenance, lead custodian, full-time employee, utility worker II, maintenance II, grounds crew, and head custodian.

### Related Dictionary Of Occupational Titles and Codes

Cleaner, Commercial or Institutional	381.687-014	Janitor	382.664-010
Cleaner, Industrial	381.687-018	Sweeper-Cleaner, Industrial	389.683-010

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 329; the **California Occupational Guide**, No. 88. For California labor market and occupational information on the Internet:

<http://www.calmis.ca.gov>.

# Licensed Vocational Nurses

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OES Code: 325050

103 Jobs Represented by the 15 Firms Responding

## Description of Occupation

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

## Employer Requirements

### Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 0%; high school diploma or equivalent, 53%; Associate Degree (2 year), 47%; Bachelor Degree (4 year), 0%; Graduate Study, 0%.

### Training

**Some** (20%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 6 to 24 months. Out of 15 responding firms 15 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 100%; no, 0%; not required, but preferred, 0%. Out of 15 responding firms 15 indicated the type of technical or vocational training they require is Licensed Vocational Nurse training.

### Prior Experience

Responding firms reported they require previous experience as follows: yes, 53%; no, 0%; not required, but preferred, 47%. Prior experience required or preferred ranged from 3 to 24 months.

### Skills, Licenses, and Other Requirements

Skills needed for job entry:

*Technical:* Able to administer medications, explain to patient & family members self-care techniques, take vital signs, detect complications in patients, apply transferring techniques moving patients, write effectively, administer injections, care for elderly persons, provide personal services to patients, and prepare deceased patients. Possess knowledge of medical terminology, record keeping skills, and an understanding of asepsis.

*Physical:* Able to stand continuously for 2 or more hours. Possess emotional stability and physical stamina.

*Personal:* Able to deal effectively with difficult individuals, interact well with others, work under pressure, handle crisis situations, and work independently. Possess caring and sympathetic attitude, public contact skills, an understanding of a variety of cultures, and a willingness to work nights, weekends, and holidays and with close supervision.

*Basic:* Able to read and follow written and oral instructions and write legibly. Possess oral communication and basic math skills.

License or other requirements: Persons engaged in Vocational Nursing employed by hospitals, convalescent homes, and any facility requiring the nursing profession require a Vocational Nurse License.

## Employment Trends

### Supply and Demand

Responding firms report it is **moderately difficult** to find qualified experienced and inexperienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

### Turnover

Responding firms reported 39 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 5%; people in permanent positions leaving firms, 54%; growth, 23%; temporary/seasonal positions, 18%. Turnover rate was 22%.

### Recruitment Methods (Out of 15 firms, 15 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are employee referrals (93%), newspaper ads (73%), and walk-in applicants (53%).

### Size of Occupation

Size of Occupation: Large (140 to 170).

Gender: Male employees, 6 (6%)

Female employees, 97 (94%)

**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Licensed Vocational Nurses

## Where the Jobs Are

Offices and clinics of medical doctors, skilled nursing care facilities, nursing and personal care services, general medical and surgical hospitals, home health care services, residential care facilities

## Projections

Growth Rate, 1995-2002: 21.4%, much faster than average (Projected growth for all occupations is 13.9%.)

**Most** (73%) responding firms expect this occupation's employment to remain stable over the next 24 months, while **some** (27%) expect it to grow. **None** (0%) expect it to decline. (Out of 15 firms, 15 answered this question.)

## Wages and Benefits

### Hourly Wages (June/October 1999)

**Wages** (Union, Non-Union, and Union Undetermined)

	Low	High	Median
New Hires, No Experience	8.00	13.25	12.00
New Hires, Experienced	8.50	15.00	12.95
Experienced, 3 Years With Firm	10.00	15.15	14.45

### Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	40%	13%	33%	20%	0%	0%
Dental Insurance	33%	7%	27%	13%	0%	7%
Vision Insurance	20%	7%	20%	7%	0%	7%
Life Insurance	33%	7%	13%	0%	0%	7%
Sick Leave	53%	13%	7%	7%	0%	0%
Vacation	67%	20%	7%	7%	0%	0%
Retirement Plan	40%	20%	20%	13%	0%	0%
Child Care	0%	0%	7%	0%	7%	0%

### Hours

Full time, 71%, avg 40 hrs/wk

Part time, 16%, avg 26 hrs/wk

Temporary/On call, 14%, avg 12 hrs/wk

Seasonal, 0%, avg 0 hrs/wk

**Shifts** (Out of 15 firms, 15 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 100%      Swing, 33%      Graveyard, 40%      Other shifts, 7%

## Other Information

**Promotional Opportunities** (Out of 15 firms, 15 answered this question.)

**A few** (13%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to licensed registered nurse.

### Related Dictionary Of Occupational Titles and Codes

Nurse, Licensed Practical      079.374-014

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 219; the **California Occupational Guide**, No. 313; and the **California Professional & Business License Handbook**, Sixth Edition 1999, page 96. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

# ***Maids and Housekeeping Cleaners***

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OES Code: 670020

454 Jobs Represented by the 17 Firms Responding

## **Description of Occupation**

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

## **Employer Requirements**

### **Education**

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 76%; high school diploma or equivalent, 24%; Associate Degree (2 year), 0%; Bachelor Degree (4 year), 0%; Graduate Study, 0%.

### **Training**

**Most** (78%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 1 to 6 months. Out of 17 responding firms 17 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 0%; no, 100%; not required, but preferred, 0%.

### **Prior Experience**

Responding firms reported they require previous experience as follows: yes, 6%; no, 47%; not required, but preferred, 47%. Prior experience required or preferred ranged from 3 to 12 months.

### **Skills, Licenses, and Other Requirements**

Skills needed for job entry:

*Technical:* Not applicable.

*Physical:* Able to stand for prolonged periods.

*Personal:* Able to work independently.

*Basic:* Able to follow oral instructions.

No license or other requirements needed.

## **Employment Trends**

### **Supply and Demand**

Responding firms report it is **moderately difficult** to find qualified experienced and inexperienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

### **Turnover**

Responding firms reported 158 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 6%; people in permanent positions leaving firms, 87%; growth, 1%; temporary/seasonal positions, 6%. Turnover rate was 32%.

### **Recruitment Methods** (Out of 17 firms, 17 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are newspaper ads (94%), employee referrals (82%), and walk-in applicants (41%).

### **Size of Occupation**

Size of Occupation: Very large (640 to 740).

Gender: Male employees, 215 (47%)

Female employees, 239 (53%)

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# *Maids and Housekeeping Cleaners*

## **Where the Jobs Are**

Eating places, apartment building operators, hotels and motels, offices and clinics of chiropractors, nursing and personal care services, residential care services

## **Projections**

Growth Rate, 1995-2002: 15.6%, faster than average (Projected growth for all occupations is 13.9%.)

**Most** (76%) responding firms expect this occupation's employment to remain stable over the next 24 months, while **some** (24%) expect it to grow. **None** (0%) expect it to decline. (Out of 17 firms, 17 answered this question.)

## **Wages and Benefits**

### **Hourly Wages** (June/October 1999)

**Wages** (Union, Non-Union, and Union Undetermined)

	Low	High	Median
New Hires, No Experience	5.75	6.00	5.94
New Hires, Experienced	5.75	6.25	6.00
Experienced, 3 Years With Firm	6.25	8.50	7.50

### **Benefits Offered**

	<b>Employer Pays</b>		<b>Share Cost</b>		<b>Employee Pays All</b>	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	0%	0%	38%	13%	0%	0%
Dental Insurance	0%	0%	6%	0%	0%	0%
Vision Insurance	0%	0%	6%	6%	0%	0%
Life Insurance	0%	0%	0%	0%	0%	0%
Sick Leave	25%	6%	0%	6%	0%	0%
Vacation	31%	13%	0%	6%	6%	0%
Retirement Plan	0%	0%	6%	0%	0%	0%
Child Care	6%	0%	0%	0%	0%	0%

### **Hours**

Full time, 76%, avg 36 hrs/wk

Part time, 23%, avg 29 hrs/wk

Temporary/On call, 0%, avg 0 hrs/wk

Seasonal, 1%, avg 25 hrs/wk

**Shifts** (Out of 17 firms, 17 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 94%      Swing, 6%      Graveyard, 0%      Other shifts, 6%

## **Other Information**

**Promotional Opportunities** (Out of 17 firms, 17 answered this question.)

**Most** (76%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to front desk, maintenance, head housekeeper, housekeeping manager, housekeeper supervisor, food service worker, food preparation worker, desk clerk, assistant head housekeeper, supervisors, housekeeping supervisor, quality inspector, house person, and lead house person.

### **Related Dictionary Of Occupational Titles and Codes**

Cleaner, Hospital	323.687-010
Cleaner, Housekeeping	323.687-014
Housecleaner	323.687-018

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 329; the **California Occupational Guide**, No. 551. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

# Maintenance Repairers - General Utility

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OES Code: 851320

85 Jobs Represented by the 18 Firms Responding

## Description of Occupation

Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment, and repairing buildings, floors, or stairs.

## Employer Requirements

### Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 11%; high school diploma or equivalent, 89%; Associate Degree (2 year), 0%; Bachelor Degree (4 year), 0%; Graduate Study, 0%.

### Training

**Many** (56%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 6 to 24 months. Out of 18 responding firms 18 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 17%; no, 72%; not required, but preferred, 11%.

### Prior Experience

Responding firms reported they require previous experience as follows: yes, 61%; no, 11%; not required, but preferred, 28%. Prior experience required or preferred ranged from 3 to 48 months.

### Skills, Licenses, and Other Requirements

Skills needed for job entry:

*Technical:* Able to implement safe work practices, operate power hand tools, and use service manuals.

*Physical:* Able to stand continuously for 2 or more hours and lift at least 50 lbs. repeatedly. Possess good eye-hand coordination.

*Personal:* Able to handle crisis situations and work independently. Possess mechanical aptitude and interpersonal skills.

*Basic:* Able to read and follow instructions and write legibly. Possess oral communication skills.

No license or other requirements needed.

## Employment Trends

### Supply and Demand

Responding firms report it is **moderately difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified experienced applicants. Employers may have some difficulty finding qualified experienced applicants at times. Responding firms report it is **not difficult** to find qualified inexperienced applicants who meet their hiring standards. Supply of qualified inexperienced applicants is considerably greater than demand, creating a very competitive job market for inexperienced applicants.

### Turnover

Responding firms reported 15 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 20%; people in permanent positions leaving firms, 60%; growth, 20%; temporary/seasonal positions, 0%. Turnover rate was 14%.

### Recruitment Methods (Out of 18 firms, 18 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are newspaper ads (100%), employee referrals (67%), and walk-in applicants (56%).

### Size of Occupation

Size of Occupation: Very large (740 to 860).

Gender: Male employees, 83 (98%)

Female employees, 2 (2%)

**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Maintenance Repairers - General Utility

## Where the Jobs Are

Poultry slaughtering and processing, sawmills and planing mills, general; electric services; eating places; apartment building operators; hotels and motels; public golf courses; nursing and personal care services; elementary and secondary schools; residential care services; executive and legislative offices; correctional institutions; air, water and solid waste management, local government

## Projections

Growth Rate, 1995-2002: 16.2%, faster than average (Projected growth for all occupations is 13.9%.)

**Almost all** (89%) responding firms expect this occupation's employment to remain stable over the next 24 months, while a **few** (11%) expect it to grow. **None** (0%) expect it to decline. (Out of 18 firms, 18 answered this question.)

## Wages and Benefits

### Hourly Wages (June/October 1999)

	Wages (Non-Union, and Union Undetermined)			Wages (Union)		
	Low	High	Median	Low	High	Median
New Hires, No Experience	6.75	7.00	7.00	10.83	14.42	11.79
New Hires, Experienced	6.00	18.00	8.50	10.00	15.00	10.88
Experienced, 3 Years With Firm	7.00	19.18	10.00	11.35	16.15	13.62

### Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	56%	0%	28%	6%	0%	0%
Dental Insurance	44%	0%	17%	0%	0%	0%
Vision Insurance	44%	0%	11%	0%	0%	0%
Life Insurance	44%	0%	17%	6%	0%	0%
Sick Leave	67%	6%	0%	0%	0%	0%
Vacation	89%	11%	0%	0%	0%	0%
Retirement Plan	33%	0%	28%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

## Hours

Full time, 85%, avg 41 hrs/wk

Part time, 4%, avg 26 hrs/wk

Temporary/On call, 2%, avg 10 hrs/wk

Seasonal, 9%, avg 40 hrs/wk

**Shifts** (Out of 18 firms, 18 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 100%

Swing, 11%

Graveyard, 6%

Other shifts, 6%

## Other Information

**Promotional Opportunities** (Out of 18 firms, 18 answered this question.)

**Many** (56%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to maintenance manager, greens keeper, lead millwright, line supervisor, maintenance foreman, supervisor of building trades, utility shop supervisor, utility worker, supervisor, and lead mechanic.

### Related Dictionary Of Occupational Titles and Codes

Fire-Fighting-Equipment Specialist	638.281-010
Maintenance Repairer, Industrial	899.261-014
Maintenance Repairer, Building	899.381-010

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 368; the **California Occupational Guide**, No. 560. For California labor market and occupational information on the Internet:

<http://www.calmis.ca.gov>.

# Medical Assistants

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OES Code: 660050

45 Jobs Represented by the 15 Firms Responding

## Description of Occupation

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

## Employer Requirements

### Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 0%; high school diploma or equivalent, 93%; Associate Degree (2 year), 7%; Bachelor Degree (4 year), 0%; Graduate Study, 0%.

### Training

**Many** (58%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 6 to 18 months. Out of 15 responding firms 15 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 47%; no, 40%; not required, but preferred, 13%. Out of 15 responding firms 4 indicated the type of technical or vocational training they require or prefer is medical assistant training.

### Prior Experience

Responding firms reported they require previous experience as follows: yes, 27%; no, 20%; not required, but preferred, 53%. Prior experience required or preferred ranged from 6 to 24 months.

### Skills, Licenses, and Other Requirements

Skills needed for job entry:

*Technical:* Able to operate a plow, write effectively, and apply sterilization techniques. Possess knowledge of medical terminology and problem solving and telephone answering skills.

*Physical:* Able to stand continuously for 2 or more hours.

*Personal:* Able to make decisions, work independently, handle crisis situations, and work under pressure. Possess customer service and interpersonal skills and a willingness to work on-call and with close supervision.

*Basic:* Able to read and follow both written and oral instructions and write legibly. Possess oral communication skills. No license or other requirements needed.

## Employment Trends

### Supply and Demand

Responding firms report it is **very difficult** to find qualified experienced and inexperienced applicants who meet their hiring standards. Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when openings exist.

### Turnover

Responding firms reported 15 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 13%; people in permanent positions leaving firms, 60%; growth, 27%; temporary/seasonal positions, 0%. Turnover rate was 24%.

### Recruitment Methods (Out of 15 firms, 15 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are employee referrals (67%), newspaper ads (67%), and walk-in applicants (33%).

### Size of Occupation

Size of Occupation: Large (120 to 140).

Gender: Male employees, 4 (9%)

Female employees, 41 (91%)

**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Medical Assistants

## Where the Jobs Are

Offices and clinics of medical doctors, chiropractors, optometrists and podiatrists; specialty outpatients clinics, local government

## Projections

Growth Rate, 1995-2002: 16.7%, faster than average (Projected growth for all occupations is 13.9%.)

**Almost all** (80%) responding firms expect this occupation's employment to remain stable over the next 24 months, while **a few** (20%) expect it to grow. **None** (0%) expect it to decline. (Out of 15 firms, 15 answered this question.)

## Wages and Benefits

### Hourly Wages (June/October 1999)

**Wages** (Union, Non-Union, and Union Undetermined)

	Low	High	Median
New Hires, No Experience	6.00	8.00	6.75
New Hires, Experienced	7.00	10.00	8.00
Experienced, 3 Years With Firm	8.00	11.00	9.50

### Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	33%	13%	13%	0%	0%	0%
Dental Insurance	20%	0%	7%	0%	0%	0%
Vision Insurance	20%	0%	13%	7%	0%	0%
Life Insurance	20%	0%	0%	0%	0%	0%
Sick Leave	60%	20%	0%	0%	0%	0%
Vacation	73%	33%	0%	0%	0%	0%
Retirement Plan	40%	20%	7%	0%	7%	0%
Child Care	7%	0%	0%	0%	7%	0%

## Hours

Full time, 56%, avg 39 hrs/wk

Part time, 44%, avg 23 hrs/wk

Temporary/On call, 0%, avg 0 hrs/wk

Seasonal, 0%, avg 0 hrs/wk

**Shifts** (Out of 15 firms, 15 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 100%      Swing, 0%      Graveyard, 0%      Other shifts, 0%

## Other Information

**Promotional Opportunities** (Out of 15 firms, 15 answered this question.)

**Some** (27%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to nursing supervisor and department managers.

### Related Dictionary Of Occupational Titles and Codes

Medical Assistant	079.362-010	Podiatric Assistant	079.374-018
Chiropractor Assistant	079.364-010	Morgue Attendant	355.667-010

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 318; the **California Occupational Guide**, No. 513; and the **California Professional & Business License Handbook**, Sixth Edition 1999, page 72. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

# Paralegal Personnel

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OES Code: 283050

12 Jobs Represented by the 8 Firms Responding

## Description of Occupation

Paralegal Personnel assist lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional, usually having either a four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate defense or to initiate legal action.

## Employer Requirements

### Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 0%; high school diploma or equivalent, 50%; Associate Degree (2 year), 25%; Bachelor Degree (4 year), 25%; Graduate Study, 0%.

### Training

**Many** (43%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 6 to 36 months. Out of 8 responding firms 8 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 75%; no, 25%; not required, but preferred, 0%. Out of 8 responding firms 5 indicated the type of technical or vocational training they require is paralegal training.

### Prior Experience

Responding firms reported they require previous experience as follows: yes, 75%; no, 13%; not required, but preferred, 13%. Prior experience required or preferred ranged from 6 to 60 months.

### Skills, Licenses, and Other Requirements

Skills needed for job entry:

*Technical:* Able to write effectively and use good business English. Possess problem solving, analytical, and English grammar, spelling, and punctuation skills.

*Physical:* Not applicable.

*Personal:* Able to meet deadlines, pay attention to detail, work as part of a team, work under pressure, work independently and read and comprehend information quickly. Possess organizational, interpersonal skills and a willingness to assume responsibility.

*Basic:* Able to read and follow instructions and write legibly. Possess oral communication skills.

No license or other requirements needed.

## Employment Trends

### Supply and Demand

Responding firms report it is **moderately difficult** to find qualified experienced and inexperienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

### Turnover

Responding firms reported 3 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 0%; people in permanent positions leaving firms, 33%; growth, 33%; temporary/seasonal positions, 33%. Turnover rate was 8%.

### Recruitment Methods (Out of 8 firms, 6 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are newspaper ads (67%), employee referrals (67%), and walk-in applicants (50%).

### Size of Occupation

Size of Occupation: Medium (60 to 70).

Gender: Male employees, 0 (0%)

Female employees, 12 (100%)

**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Paralegal Personnel

## Where the Jobs Are

Legal services, schools and educational services, local government, air, water and solid waste management offices

## Projections

Growth Rate, 1995-2002: 16.7%, faster than average (Projected growth for all occupations is 13.9%.)

**Most** (63%) responding firms expect this occupation's employment to remain stable over the next 24 months, while **some** (25%) expect it to grow. A **few** (13%) expect it to decline. (Out of 8 firms, 8 answered this question.)

## Wages and Benefits

### Hourly Wages (June/October 1999)

	Wages (Non-Union, and Union Undetermined)			Wages (Union)		
	Low	High	Median	Low	High	Median
New Hires, No Experience	8.00	8.00	8.00	0.00	0.00	0.00
New Hires, Experienced	8.08	13.50	10.61	12.59	13.52	13.06
Experienced, 3 Years With Firm	8.08	15.50	12.75	14.64	15.66	15.15

### Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	25%	0%	13%	0%	0%	13%
Dental Insurance	25%	0%	0%	0%	0%	13%
Vision Insurance	25%	0%	0%	0%	0%	13%
Life Insurance	25%	0%	0%	0%	0%	13%
Sick Leave	50%	11%	0%	0%	0%	13%
Vacation	63%	22%	0%	0%	0%	13%
Retirement Plan	25%	11%	0%	0%	0%	13%
Child Care	0%	0%	0%	0%	0%	13%

### Hours

Full time, 67%, avg 38 hrs/wk

Temporary/On call, 8%, avg 8 hrs/wk

Part time, 25%, avg 27 hrs/wk

Seasonal, 0%, avg 0 hrs/wk

**Shifts** (Out of 8 firms, 8 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 100%      Swing, 0%      Graveyard, 0%      Other shifts, 13%

## Other Information

**Promotional Opportunities** (Out of 8 firms, 8 answered this question.)

**No** (0%) firms responding to this question indicated they offer promotional opportunities.

### Related Dictionary Of Occupational Titles and Codes

Legal Investigator      119.267-022

Paralegal      119.267-026

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 140; the **California Occupational Guide, No. 464**. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

# Registered Nurses

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OES Code: 325020

237 Jobs Represented by the 15 Firms Responding

## Description of Occupation

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Does not include Nursing Instructors and Teachers.

## Employer Requirements

### Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 0%; high school diploma or equivalent, 13%; Associate Degree (2 year), 67%; Bachelor Degree (4 year), 20%; Graduate Study, 0%.

### Training

**Some** (21%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 6 to 24 months. Out of 15 responding firms 15 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 73%; no, 27%; not required, but preferred, 0%. Out of 15 responding firms 11 indicated the type of technical or vocational training they require is Registered Nurse training.

### Prior Experience

Responding firms reported they require previous experience as follows: yes, 60%; no, 7%; not required, but preferred, 33%. Prior experience required or preferred ranged from 6 to 48 months.

### Skills, Licenses, and Other Requirements

Skills needed for job entry:

*Technical:* Able to analyze data to solve problems, administer injections, provide personal services to patients, apply transferring techniques moving patients, write effectively, and take vital signs. Possess knowledge of medical terminology and an understanding of asepsis.

*Physical:* Able to lift and move patients.

*Personal:* Able to make decisions, work under pressure, handle crisis situations, work independently, and interact well with others. Possess public contact skills, creativity, and a willingness to work nights, weekends, and holidays.

*Basic:* Able to read and follow written and oral instructions and write legibly. Possess oral communication and basic math skills.

License or other requirements: Persons practicing nursing in hospitals, private practice, etc., as registered nurses require a Registered Nurse License.

## Employment Trends

### Supply and Demand

Responding firms report it is **very difficult** to find qualified experienced and inexperienced applicants who meet their hiring standards. Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when openings exist.

### Turnover

Responding firms reported 78 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 8%; people in permanent positions leaving firms, 76%; growth, 5%; temporary/seasonal positions, 12%. Turnover rate was 27%.

### Recruitment Methods (Out of 15 firms, 15 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are employee referrals (73%), newspaper ads (60%), and walk-in applicants (53%).

### Size of Occupation

Size of Occupation: Very large (610 to 710).

Gender: Male employees, 19 (8%)

Female employees, 218 (92%)

**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Registered Nurses

## Where the Jobs Are

Offices and clinics of medical doctors, skilled nursing care facilities, general medical and surgical hospitals, home health care services, kidney dialysis centers, residential care services, correctional institutions

## Projections

Growth Rate, 1995-2002: 16.4%, faster than average (Projected growth for all occupations is 13.9%.)

**Almost all** (80%) responding firms expect this occupation's employment to remain stable over the next 24 months, while a **few** (13%) expect it to grow and a **few** (7%) expect it to decline. (Out of 15 firms, 15 answered this question.)

## Wages and Benefits

### Hourly Wages (June/October 1999)

**Wages** (Union, Non-Union, and Union Undetermined)

	Low	High	Median
New Hires, No Experience	12.00	20.00	17.40
New Hires, Experienced	10.00	21.00	17.95
Experienced, 3 Years With Firm	11.50	25.52	19.44

### Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	27%	20%	47%	20%	0%	0%
Dental Insurance	20%	13%	47%	7%	0%	13%
Vision Insurance	20%	13%	27%	7%	0%	13%
Life Insurance	40%	20%	13%	13%	0%	7%
Sick Leave	60%	27%	13%	7%	0%	0%
Vacation	60%	27%	13%	7%	0%	0%
Retirement Plan	40%	20%	27%	0%	7%	7%
Child Care	0%	0%	0%	0%	7%	7%

## Hours

Full time, 61%, avg 39 hrs/wk

Temporary/On call, 14%, avg 13 hrs/wk

Part time, 24%, avg 21 hrs/wk

Seasonal, 1%, avg 36 hrs/wk

**Shifts** (Out of 15 firms, 15 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 100%      Swing, 33%      Graveyard, 40%      Other shifts, 20%

## Other Information

**Promotional Opportunities** (Out of 15 firms, 15 answered this question.)

**Many** (40%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to supervisor, administrative positions, manager, charge nurse, clinic coordinator, supervising registered nurse, and head nurse.

### Related Dictionary Of Occupational Titles and Codes

Nurse, Head	075.137-014	Nurse, General Duty	075.364-010
Nurse, Supervisor	075.167-010	Nurse, Office	075.374-014

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 202; the **California Occupational Guide**, No. 29; and the **California Professional & Business License Handbook**, Sixth Edition 1999, page 88. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

# Secretaries, Except Legal and Medical

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OES Code: 551080

83 Jobs Represented by the 16 Firms Responding

## Description of Occupation

Secretaries, except Legal and Medical, relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Does not include Medical and Legal Secretaries.

## Employer Requirements

### Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 6%; high school diploma or equivalent, 75%; Associate Degree (2 year), 13%; Bachelor Degree (4 year), 6%; Graduate Study, 0%.

### Training

**Many** (53%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 2 to 24 months. Out of 16 responding firms 16 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 19%; no, 69%; not required, but preferred, 13%.

### Prior Experience

Responding firms reported they require previous experience as follows: yes, 50%; no, 6%; not required, but preferred, 44%. Prior experience required or preferred ranged from 3 to 24 months.

### Skills, Licenses, and Other Requirements

Skills needed for job entry:

*Technical:* Able to use word processing software, write effectively, and maintain an appointment calendar. Possess proofreading, record keeping, telephone answering, alphabetic and numeric filing, and English grammar, spelling, and punctuation skills.

*Physical:* Not applicable.

*Personal:* Able to work under pressure, work independently and make decisions. Possess interpersonal and public contact skills.

*Basic:* Able to read and follow both written and oral instructions and write legibly. Possess oral communication skills.

No license or other requirements needed.

## Employment Trends

### Supply and Demand

Responding firms report it is **not difficult** to find qualified experienced and inexperienced applicants who meet their hiring standards. Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

### Turnover

Responding firms reported 14 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 7%; people in permanent positions leaving firms, 29%; growth, 29%; temporary/seasonal positions, 36%. Turnover rate was 6%.

### Recruitment Methods (Out of 16 firms, 16 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are newspaper ads (88%), in-house promotions or transfer (56%), and walk-in applicants (44%).

### Size of Occupation

Size of Occupation: Very large (510 to 560).

Gender: Male employees, 0 (0%)

Female employees, 83 (100%)

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Secretaries, Except Legal and Medical

## Where the Jobs Are

State commercial banks, title insurance carriers, hotels and motels, amusement and recreation services, elementary and secondary schools, job training and related services, social services, religious organizations, local government, executive and legislative offices, administration of educational programs offices

## Projections

Growth Rate, 1995-2002: 9.8%, slower than average (Projected growth for all occupations is 13.9%.)

All (100%) responding firms expect this occupation's employment to remain stable over the next 24 months, while none (0%) expect it to grow or decline. (Out of 16 firms, 16 answered this question.)

## Wages and Benefits

### Hourly Wages (June/October 1999)

	Wages (Non-Union, and Union Undetermined)			Wages (Union)		
	Low	High	Median	Low	High	Median
New Hires, No Experience	6.00	9.23	8.36	10.10	14.37	10.70
New Hires, Experienced	5.93	12.79	9.38	10.71	11.50	11.17
Experienced, 3 Years With Firm	6.48	14.71	10.38	11.35	16.15	12.95

### Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	73%	7%	20%	7%	0%	0%
Dental Insurance	73%	7%	20%	7%	0%	0%
Vision Insurance	67%	0%	20%	7%	7%	0%
Life Insurance	27%	0%	13%	0%	0%	0%
Sick Leave	93%	13%	0%	0%	0%	0%
Vacation	93%	13%	0%	0%	0%	0%
Retirement Plan	20%	13%	60%	0%	0%	0%
Child Care	0%	0%	7%	0%	0%	0%

## Hours

Full time, 84%, avg 39 hrs/wk

Temporary/On call, 1%, avg 40 hrs/wk

Part time, 8%, avg 25 hrs/wk

Seasonal, 6%, avg 32 hrs/wk

## Shifts (Out of 16 firms, 16 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 100%      Swing, 0%      Graveyard, 0%      Other shifts, 0%

## Other Information

### Promotional Opportunities (Out of 16 firms, 16 answered this question.)

Many (56%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to confidential secretary, executive secretary, administrative assistant, escrow technician, escrow officer, title examiner, administrative assistant II/III/IV/V, administrative secretary, school secretary, senior office specialist, administrative coordinator, and secretary II/III.

### Related Dictionary Of Occupational Titles and Codes

Social Secretary	201.162-010	School Secretary	201.362-022
Membership Secretary	201.362-018	Secretary	201.362-030

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 304; the **California Occupational Guide**, No. 128. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

# Stock Clerks - Sales Floor

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OES Code: 490210

222 Jobs Represented by the 17 Firms Responding

## Description of Occupation

Sales Floor Stock Clerks receive, store, and issue merchandise on the sales floor, stock shelves, racks, cases, bins, and tables with merchandise, arrange displays of items to attract customers, and may periodically take physical count of stock or check and mark merchandise.

## Employer Requirements

### Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 12%; high school diploma or equivalent, 88%; Associate Degree (2 year), 0%; Bachelor Degree (4 year), 0%; Graduate Study, 0%.

### Training

**Almost all** (82%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 3 to 6 months. Out of 17 responding firms 17 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 6%; no, 94%; not required, but preferred, 0%.

### Prior Experience

Responding firms reported they require previous experience as follows: yes, 12%; no, 35%; not required, but preferred, 53%. Prior experience required or preferred ranged from 3 to 24 months.

### Skills, Licenses, and Other Requirements

Skills needed for job entry:

*Technical:* Possess cash handling skills.

*Physical:* Able to stand continuously for 2 or more hours and lift at least 50 lbs. repeatedly.

*Personal:* Able to use time effectively and able to pay attention to detail. Possess customer service skills, imagination and creativity, and a willingness to work part-time, early mornings, and weekends.

*Basic:* Able to read and follow instructions. Possess oral communication and basic math skills.

No license or other requirements needed.

## Employment Trends

### Supply and Demand

Responding firms report it is **very difficult** to find qualified experienced applicants who meet their hiring standards. Demand is considerably greater than supply of qualified experienced applicants. Employers often cannot find qualified experienced applicants when openings exist. Responding firms report it is **moderately difficult** to find qualified inexperienced applicants. Demand is somewhat greater than supply of qualified inexperienced applicants. Employers may have some difficulty finding qualified inexperienced applicants at times.

### Turnover

Responding firms reported 76 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 25%; people in permanent positions leaving firms, 57%; growth, 16%; temporary/seasonal positions, 3%. Turnover rate was 28%.

### Recruitment Methods (Out of 17 firms, 17 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are walk-in applicants (71%), employee referrals, (41%), and newspaper ads, (41%).

### Size of Occupation

Size of Occupation: Very large (360 to 400).

Gender: Male employees, 122 (55%)

Female employees, 100 (45%)

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Stock Clerks - Sales Floor

## Where the Jobs Are

Electrical apparatus and equipment firms; hardware, department, grocery, floor covering, miscellaneous general merchandise and miscellaneous retail stores.

## Projections

Growth Rate, 1995-2002: 11.1%, Slower than average (Projected growth for all occupations is 13.9%.)

**Many** (53%) responding firms expect this occupation's employment to grow over the next 24 months, while **many** (47%) expect it to remain stable. **None** (0%) expect it to decline. (Out of 17 firms, 17 answered this question.)

## Wages and Benefits

### Hourly Wages (June/October 1999)

**Wages** (Union, Non-Union, and Union Undetermined)

	Low	High	Median
New Hires, No Experience	5.75	7.50	6.00
New Hires, Experienced	5.75	9.47	6.50
Experienced, 3 Years With Firm	7.00	15.00	8.00

### Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	35%	6%	35%	29%	6%	6%
Dental Insurance	35%	0%	35%	24%	6%	6%
Vision Insurance	18%	0%	29%	18%	6%	6%
Life Insurance	29%	0%	29%	18%	0%	0%
Sick Leave	41%	12%	12%	12%	0%	6%
Vacation	76%	12%	6%	6%	6%	12%
Retirement Plan	24%	0%	47%	29%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

### Hours

Full time, 67%, avg 40 hrs/wk

Part time, 30%, avg 21 hrs/wk

Temporary/On call, 0%, avg 0 hrs/wk

Seasonal, 3%, avg 25 hrs/wk

**Shifts** (Out of 17 firms, 17 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 94%

Swing, 41%

Graveyard, 24%

Other shifts, 6%

## Other Information

**Promotional Opportunities** (Out of 17 firms, 17 answered this question.)

**Almost all** (88%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to department head, night crew manager, department manager, floor assistant manager, coordinator, assistant manager, clerk, inside sales, head clerk, senior head clerk, check stand, management, support manager, electronic data processor, and full-time vault.

### Related Dictionary Of Occupational Titles and Codes

Stock Clerk 299.367-014

Sales Attendant, Building Materials

299.677-014

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 291 and the **California Occupational Guide**, No. 74. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

# Telephone and Cable T.V. Line Installers and Repairers

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OES Code: 857020

60 Jobs Represented by the 9 Firms Responding

## Description of Occupation

Telephone and Cable T.V. Line Installers and Repairers install and repair telephone and telegraph lines, television distribution cables, poles, and related equipment such as supports, insulation, and guywire systems. Other duties include locating and repairing defects in existing systems, and placing, rearranging, and removing underground or aerial cables.

## Employer Requirements

### Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 0%; high school diploma or equivalent, 100%; Associate Degree (2 year), 0%; Bachelor Degree (4 year), 0%; Graduate Study, 0%.

### Training

No (0%) responding firms reported training is acceptable as a substitute for experience. Out of 9 responding firms 9 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 11%; no, 89%; not required, but preferred, 0%.

### Prior Experience

Responding firms reported they require previous experience as follows: yes, 56%; no, 33%; not required, but preferred, 11%. Prior experience required or preferred ranged from 12 to 84 months.

### Skills, Licenses, and Other Requirements

Skills needed for job entry:

*Technical:* Able to use hand tools, implement safe work practices, and solve problems. Possess valid driver's license.

*Physical:* Able to use hands, arms and fingers. Possess good color recognition.

*Personal:* Able to work independently.

*Basic:* Able to read and follow instructions.

No license or other requirements needed.

## Employment Trends

### Supply and Demand

Responding firms report it is **moderately difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified experienced applicants. Employers may have some difficulty finding qualified experienced applicants at times. Responding firms report it is **not difficult** to find qualified inexperienced applicants. Supply of qualified inexperienced applicants is considerably greater than demand, creating a very competitive job market for inexperienced applicants.

### Turnover

Responding firms reported 20 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 20%; people in permanent positions leaving firms, 75%; growth, 5%; temporary/seasonal positions, 0%. Turnover rate was 32%.

### Recruitment Methods (Out of 9 firms, 8 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are newspaper ads (63%), in-house promotion or transfer, (50%), and other (38%).

### Size of Occupation

Size of Occupation: Small (50 to 60).

Gender: Male employees, 57 (95%)

Female employees, 3 (5%)

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Telephone and Cable T.V. Line Installers and Repairers

## Where the Jobs Are

Electrical, telephone communication, cable and other pay T.V. service firms

## Projections

Growth Rate, 1995-2002: 20%, Faster than average (Projected growth for all occupations is 13.9%.)

**Most** (67%) responding firms expect this occupation's employment to remain stable over the next 24 months, while **some** (22%) expect it to grow. **A few** (11%) expect it to decline. (Out of 9 firms, 9 answered this question.)

## Wages and Benefits

### Hourly Wages (June/October 1999)

**Wages** (Union, Non-Union, and Union Undetermined)

	Low	High	Median
New Hires, No Experience	8.00	16.83	9.58
New Hires, Experienced	7.00	14.00	10.50
Experienced, 3 Years With Firm	11.50	22.50	12.50

### Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	33%	0%	56%	0%	0%	0%
Dental Insurance	56%	0%	22%	0%	0%	0%
Vision Insurance	44%	0%	33%	0%	0%	0%
Life Insurance	33%	0%	22%	0%	22%	0%
Sick Leave	67%	0%	11%	0%	0%	0%
Vacation	89%	0%	11%	0%	0%	0%
Retirement Plan	44%	0%	22%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

### Hours

Full time, 100%, avg 40 hrs/wk

Part time, 0%, avg 0 hrs/wk

Temporary/On call, 0%, avg 0 hrs/wk

Seasonal, 0%, avg 0 hrs/wk

**Shifts** (Out of 9 firms, 9 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 100%      Swing, 0%      Graveyard, 0%      Other shifts, 44%

## Other Information

**Promotional Opportunities** (Out of 9 firms, 9 answered this question.)

**Almost all** (89%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to foreman, supervisor, system technician, maintenance technician, advanced technician, office technician, manager, Field Service Sales Technician I/II/III, lead technician, and maintenance.

### Related Dictionary Of Occupational Titles and Codes

Cable Television Installer      821.281-010

Line Installer-Repairer      822.381-014

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 363 and 375. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

# Traffic, Shipping, and Receiving Clerks

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OES Code: 580280

34 Jobs Represented by the 15 Firms Responding

## Description of Occupation

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Stock Clerks, and workers whose primary duties involve weighing and checking are not included.

## Employer Requirements

### Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 33%; high school diploma or equivalent, 67%; Associate Degree (2 year), 0%; Bachelor Degree (4 year), 0%; Graduate Study, 0%.

### Training

**Most** (75%) responding firms reported training is acceptable as a substitute for experience. Acceptable training ranged from 1 to 6 months. Out of 15 responding firms 15 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 0%; no, 93%; not required, but preferred, 7%.

### Prior Experience

Responding firms reported they require previous experience as follows: yes, 7%; no, 47%; not required, but preferred, 47%. Prior experience required or preferred ranged from 1 to 18 months.

### Skills, Licenses, and Other Requirements

Skills needed for job entry:

*Technical:* Not applicable.

*Physical:* Able to stand continuously for 2 or more hours.

*Personal:* Able to interact well with others and work independently.

*Basic:* Able to read and follow both written and oral instructions. Possess oral communication skills.

No license or other requirements needed.

## Employment Trends

### Supply and Demand

Responding firms report it is **moderately difficult** to find qualified experienced and inexperienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

### Turnover

Responding firms reported 8 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 25%; people in permanent positions leaving firms, 63%; growth, 13%; temporary/seasonal positions, 0%. Turnover rate was 21%.

### Recruitment Methods (Out of 15 firms, 15 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are newspaper ads (60%), employee referrals, (53%), and in-house promotion or transfer, (53%).

### Size of Occupation

Size of Occupation: Large (200 to 210).

Gender: Male employees, 24 (71%)

Female employees, 10 (29%)

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Traffic, Shipping, and Receiving Clerks

## Where the Jobs Are

Plastics products, food products machinery, special industry machinery, transformers, radio and T.V. communications equipment, musical instruments, and wines, brandy, and brandy spirits manufacturers; books, periodicals, & newspapers firms; lumber and other building material, hardware, department and miscellaneous retail stores; correctional institutions

## Projections

Growth Rate, 1995-2002: 5%, slower than average (Projected growth for all occupations is 13.9%.)

**Most** (73%) responding firms expect this occupation's employment to remain stable over the next 24 months, while **some** (27%) expect it to grow. **None** (0%) expect it to decline. (Out of 15 firms, 15 answered this question.)

## Wages and Benefits

### Hourly Wages (June/October 1999)

**Wages** (Union, Non-Union, and Union Undetermined)

	Low	High	Median
New Hires, No Experience	5.75	8.00	5.77
New Hires, Experienced	5.75	9.00	6.50
Experienced, 3 Years With Firm	5.75	10.00	8.00

### Benefits Offered

	Employer Pays All		Share Cost		Employee Pays	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	20%	0%	33%	13%	0%	0%
Dental Insurance	13%	0%	33%	13%	7%	0%
Vision Insurance	7%	0%	27%	0%	0%	0%
Life Insurance	20%	0%	13%	7%	13%	0%
Sick Leave	27%	7%	13%	7%	7%	0%
Vacation	80%	7%	7%	0%	0%	0%
Retirement Plan	7%	0%	33%	0%	7%	0%
Child Care	0%	0%	0%	0%	0%	0%

## Hours

Full time, 85%, avg 40 hrs/wk

Part time, 15%, avg 16 hrs/wk

Temporary/On call, 0%, avg 0 hrs/wk

Seasonal, 0%, avg 0 hrs/wk

**Shifts** (Out 15 of firms, 15 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 100%      Swing, 7%      Graveyard, 0%      Other shifts: 0%

## Other Information

**Promotional Opportunities** (Out 15 of firms, 15 answered this question.)

**Most** (67%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to coordinator, office manager, shipping manager, outside sales, touch-up, quality control, office clerk, computer operations, inside sales, expediting, machine operator, machinist, material and stores, and supervisor II.

### Related Dictionary Of Occupational Titles and Codes

Shipping & Receiving Clerks	222.387-050	Traffic Clerk	214.587-014
Shipping-Order Clerk	219.367-030	Route-Delivery Clerk	222.587-034

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 292; the **California Occupational Guide**, No. 63. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

# Truck Drivers - Heavy or Tractor Trailer

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OES Code: 971020

173 Jobs Represented by the 20 Firms Responding

## Description of Occupation

Heavy or Tractor Trailer Truck Drivers driver tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

## Employer Requirements

### Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 25%; high school diploma or equivalent, 75%; Associate Degree (2 year), 0%; Bachelor Degree (4 year), 0%; Graduate Study, 0%.

### Training

**Many** (47%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 1 to 3 months. Out of 20 responding firms 20 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 25%; no, 70%; not required, but preferred, 5%. Out of 20 responding firms 5 indicated the type of technical or vocational training they require or prefer is truck driver training.

### Prior Experience

Responding firms reported they require previous experience as follows: yes, 50%; no, 5%; not required, but preferred, 45%. Prior experience required or preferred ranged from 3 to 120 months.

### Skills, Licenses, and Other Requirements

Skills needed for job entry:

*Technical:* Able to synthesize information. Possess valid Class A driver's license.

*Physical:* Able to pass pre-employment medical examination.

*Personal:* Able to work independently. Possess good DMV driving record, interpersonal skills, and a willingness to work on-call.

*Basic:* Able to read and follow instructions and write legibly. Possess oral communication skills.

License or other requirements: Persons operating a commercial vehicle for a fee need to have a Class A or B Commercial Driving License, dependent upon the firm's business need.

## Employment Trends

### Supply and Demand

Responding firms report it is **moderately difficult** to find qualified experienced and inexperienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

### Turnover

Responding firms reported 42 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 7%; people in permanent positions leaving firms, 48%; growth, 14%; temporary/seasonal positions, 31%. Turnover rate was 13%.

### Recruitment Methods (Out of 20 firms, 20 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are employee referral (80%), walk-in applicants, (70%), and newspaper ads, (45%).

### Size of Occupation

Size of Occupation: Very large (320 to 370).

Gender: Male employees, 170 (98%)

Female employees, 3 (2%)

**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Truck Drivers - Heavy or Tractor Trailer

## Where the Jobs Are

Heavy construction, excavation, poultry slaughtering and processing, logging, sawmills and planing mills, ready-mix concrete, refuse systems, trucking, and local trucking without storage firms; chemicals and allied products, petroleum products; lumber and other building materials, and auto and home supply stores; and liquefied petroleum gas dealers.

## Projections

Growth Rate, 1995-2002: 15.6%, Faster than average (Projected growth for all occupations is 13.9%.)

**Most** (65%) responding firms expect this occupation's employment to remain stable over the next 24 months, while **some** (35%) expect it to grow. **None** (0%) expect it to decline. (Out of 20 firms, 20 answered this question.)

## Wages and Benefits

### Hourly Wages (June/October 1999)

**Wages** (Union, Non-Union, and Union Undetermined)

	Low	High	Median
New Hires, No Experience	7.00	11.00	8.00
New Hires, Experienced	7.50	14.40	10.00
Experienced, 3 Years With Firm	9.00	15.00	12.84

### Benefits Offered

	Employer Pays All		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	32%	0%	53%	0%	0%	0%
Dental Insurance	26%	0%	47%	0%	0%	0%
Vision Insurance	16%	0%	32%	0%	0%	0%
Life Insurance	32%	0%	37%	0%	0%	0%
Sick Leave	53%	0%	5%	0%	0%	0%
Vacation	79%	0%	5%	0%	0%	0%
Retirement Plan	21%	0%	26%	0%	11%	0%
Child Care	0%	0%	0%	0%	0%	0%

### Hours

Full time, 82%, avg 42 hrs/wk

Temporary/On call, 2%, avg 15 hrs/wk

Part time, 2%, avg 20 hrs/wk

Seasonal, 13%, avg 57 hrs/wk

**Shifts** (Out of 20 firms, 20 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 100%      Swing, 15%      Graveyard, 15%      Other shifts, 10%

## Other Information

**Promotional Opportunities** (Out of 20 firms, 20 answered this question.)

**Many** (40%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to supervisor, roll-off driver, read loader driver, front loader driver, route supervisor, inside sales, route sales, dispatcher service, and sales, technical.

### Related Dictionary Of Occupational Titles and Codes

Concrete-Mixing-Truck Driver	900.683-010	Log-Truck Driver	904.683-010
Tractor-Trailer-Truck Driver	904.383-010	Truck Driver, Heavy	905.663-014

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 473; the **California Occupational Guide**, No. 255; and the **California Professional & Business License Handbook**, Sixth Edition 1999, page 221. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

# Vocational and Educational Counselors

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OES Code: 315140

46 Jobs Represented by the 13 Firms Responding

## Description of Occupation

Vocational and Educational Counselors counsel individuals and provide group educational and vocational guidance services.

## Employer Requirements

### Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 0%; high school diploma or equivalent, 31%; Associate Degree (2 year), 8%; Bachelor Degree (4 year), 31%; Graduate Study, 31%.

### Training

**Many** (50%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 12 to 48 months. Out of 13 responding firms 13 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 54%; no, 31%; not required, but preferred, 15%. Out of 13 responding firms 6 indicated the type of technical or vocational training they require or prefer is completion of a program resulting in a Pupil Personnel Services Credential.

### Prior Experience

Responding firms reported they require previous experience as follows: yes, 23%; no, 8%; not required, but preferred, 69%. Prior experience required or preferred ranged from 12 to 36 months.

### Skills, Licenses, and Other Requirements

Skills needed for job entry:

*Technical:* Able to write effectively and interview others for information. Possess recordkeeping, vocational counseling and problem solving skills.

*Physical:* Not applicable.

*Personal:* Able to deal effectively with difficult individuals, consider long-range effects of decisions, work under pressure, make decisions, work independently, motivate others, and understand a variety of cultures. Possess interpersonal, public contact, and customer service skills.

*Basic:* Able to read and follow instructions and write legibly. Possess oral communication skills.

License or other requirements: Those employed in counseling and school psychology must have Pupil Personnel Services Credential.

## Employment Trends

### Supply and Demand

Responding firms report it is **moderately difficult** to find qualified experienced and inexperienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

### Turnover

Responding firms reported 11 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 9%; people in permanent positions leaving firms, 82%; growth, 9%; temporary/seasonal positions, 0%. Turnover rate was 22%.

### Recruitment Methods (Out of 13 firms, 13 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are newspaper ads (77%), colleges/universities (31%), and word of mouth (31%).

### Size of Occupation

Size of Occupation: Medium (100 to 100).

Gender: Male employees, 20 (43%)

Female employees, 26 (57%)

**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Vocational and Educational Counselors

## Where the Jobs Are

Elementary and Secondary Schools, schools and educational services, job training and related services, residential care services, business consulting services.

## Projections

Growth Rate, 1995-2002: 0%, Remain stable (Projected growth for all occupations is 13.9%.)

**Almost all** (92%) responding firms expect this occupation's employment to remain stable over the next 24 months, while **few** (8%) expect it to grow. **None** (0%) expect it to decline. (Out of 13 firms, 13 answered this question.)

## Wages and Benefits

### Hourly Wages (June/October 1999)

	Wages (Non-Union and Union Undetermined)			Wages (Union)		
	Low	High	Median	Low	High	Median
New Hires, No Experience	7.00	14.92	7.00	13.94	24.37	19.56
New Hires, Experienced	7.50	14.92	10.50	11.40	25.07	15.94
Experienced, 3 Years With Firm	10.00	16.46	13.50	13.19	27.16	20.28

### Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	62%	15%	15%	0%	0%	0%
Dental Insurance	62%	15%	15%	0%	0%	0%
Vision Insurance	54%	8%	8%	0%	0%	0%
Life Insurance	23%	8%	8%	0%	8%	0%
Sick Leave	85%	15%	0%	0%	0%	0%
Vacation	54%	15%	0%	0%	0%	0%
Retirement Plan	15%	15%	46%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

## Hours

Full time, 89%, avg 39 hrs/wk

Temporary/On call, 0%, avg 0 hrs/wk

Part time, 11%, avg 29 hrs/wk

Seasonal, 0%, avg 0 hrs/wk

**Shifts** (Out of 13 firms, 13 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 100%      Swing, 15%      Graveyard, 8%      Other shifts, 0%

## Other Information

**Promotional Opportunities** (Out of 13 firms, 13 answered this question.)

**Some** (38%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to employment and training specialist II and director of services.

### Related Dictionary Of Occupational Titles and Codes

Counselor 045.107-010

Vocational Rehabilitation Counselor 045.107-042

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 169; the **California Occupational Guide**, No. 429; and the **California Professional & Business License Handbook**, Sixth Edition 1999, page 268. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

# *Guide to 1998 Occupational Summaries*

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Following are key terms and descriptions of each section of the Occupational Summaries. The terms and guidelines used are standard for all Service Delivery Areas (SDA) participating in the CCOIS program, lending consistency to area comparisons.

## **DESCRIPTION OF OCCUPATION**

Descriptions are taken from the Occupational Employment Statistics Dictionary, published by the U. S. Department of Labor. If a surveyed occupation does not have an OES number, the description is taken from the Dictionary of Occupational Titles.

## **EDUCATION, TRAINING, AND EXPERIENCE**

**Education of recent hires** indicates the level of formal education that most of the recently hired employees in the occupation have. Employers were asked to check one level of education only from the choices: less than high school, high school or equivalent, some college but no degree, Associate (2 year) degree, Bachelor (4 year) degree, or graduate study. All categories are included in the occupational summaries showing the percentage of responses.

**Training** shows the percentage of responding employers who stated they never, sometimes, usually, or always accept training as a substitute for experience. Employers were also asked to describe what and how much training is needed. The type of training required is listed when 20% or more of responding employers indicated they require the same training.

**Previous work experience** shows the percentage of responding employers who stated they never, sometimes, usually, or always require previous work experience. It also shows the range of the amount of experience required. Because few employers state the type of experience required, this data is not included in the report.

**Positions requiring licensing or certification** are shown in each summary when applicable. Licensing and certification information was taken from the **California License Handbook, Fifth Edition**, 1997, co-sponsored by the State of California, Governor Pete Wilson, California Trade & Commerce Agency, EDD, and the Department of Consumer Affairs. Licensing or certification required by employers is listed when 20% or more of responding employers indicated they require the same licensing or certification.

## **EMPLOYMENT TRENDS AND SIZE OF OCCUPATION**

This section shows whether responding employers expect the occupation's employment to decline, remain stable, or grow over the next three years. Percentages of each category's responses are shown in each occupational summary. The number of people hired, with reasons for employment and the turnover rate during the last 12 months are also shown in each summary. Turnover is the number of employees leaving over the last 12 months divided by the number of jobs represented by the employers responding to the survey.

**Size and growth rate** of an occupation are taken from data prepared by EDD. Occupation data for the 1998 report is from Table 6, of the "Occupational Employment Projections, 1995-2002, Mother Lode Consortium," pages D-4 through D-13, of the **Projections and Planning Information, Tuolumne County**, published by State of California/ Employment Development Department/Labor Market Information Division in June 1998. Whenever an occupation was not listed in the "Projections," the words "Not Available" appear on the size and growth lines of the report. The terms **small, medium, large, and very large** used to describe the size refer to the estimated number of workers in the survey area.

# Guide to 1998 Summaries, *continued*

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Occupational size in the Mother Lode Consortium is measured using the following scale:

<b>Small</b>	Less than 56
<b>Medium</b>	56 to 112
<b>Large</b>	113 to 243
<b>Very Large</b>	244 and above

**Growth rate** describes the expected growth for the 1997, and 1998 occupational summaries' outlook period. One of several standard terms is used as follows:

<b>Much faster than average</b>	= 1.50 times average or more
<b>Faster than average</b>	= 1.10 to but not including 1.50 times average
<b>Average</b>	= .90 to but not including 1.10 times average
<b>Slower than average</b>	= Less than .90 times average
<b>No significant change, or remain stable</b>	
<b>Slow decline</b>	

## SUPPLY AND DEMAND ASSESSMENT

The terms used in this section refer to the relative difficulty employers experience in locating qualified applicants for entry and experienced positions in the occupation.

<b>Very difficult</b>	Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when openings exist.
<b>Somewhat difficult</b>	Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.
<b>A little difficult</b>	Worker supply is somewhat greater than demand for qualified applicants, and applicants may experience competition in job seeking.
<b>Not difficult</b>	Worker supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Supply and demand terms are listed separately for experienced and inexperienced workers unless the supply and demand is the same. In that case, the term applicant applies for both inexperienced and experienced workers.

## IMPORTANT QUALIFICATIONS/SKILLS FOR JOB ENTRY

This section lists skills desired for each occupation. The data is taken from three sources. The primary source is LMID's skills database. The skills in the database are categorized as **technical, physical, personal, and basic**. Occasionally one or two categories were not shown on LMID's list and, therefore, not shown on the report. The second source is employers' responses to the question, "What type of **computer software skills**, if any, do you seek in applicants for this occupation?" When 20% or more of responding employers reported the same responses to this question they were grouped and included with LMID's skills and LMID's four database categories by the Program Coordinator (based on professional knowledge). The third source is employers' responses to the question, "Over the next three years, what new skills are needed to perform the functions of this occupation?" All responding employers' responses to this question were listed.

# *Guide to 1998 Summaries, continued*

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## **HOURLY WAGES**

Wage information is obtained from employers' responses. Extreme wage responses, not representative of most employers, are omitted. Results are reported for three levels of experience defined as follows:

<b>New Hires, No Experience</b>	Wage paid to persons trained but without paid experience in the occupation.
<b>New Hires, Experienced</b>	Wage paid to journey-level or experienced persons just starting at the firm.
<b>Experienced, 3 Years With Firm</b>	Wages generally paid to persons with more than three years' journey-level experience at the firm

Non-union wages are reported to the nearest cent for the median wage, but are rounded to the nearest quarter for the wage range. Union wages are reported to the nearest cent for both the median wage and the wage range. For 1998, the percentage of union employment was based on the number of responding employers.

## **BENEFITS OFFERED**

All categories are included in the summaries except the "other" category. Because most employers did not list an "other" benefit, none are shown in the summaries.

## **HOURS and GENDER**

The average weekly hours shown are "weighted averages" by the number of employees. Gender information is taken from survey responses.

## **RECRUITMENT METHODS**

Data is obtained from employer surveys and presented by percentage of responding employers for each recruitment method. All responses are reported including the "other" category.

## **WHERE THE JOBS ARE**

This section lists the industries represented by the employers who responded to the survey. Industry titles are taken from the corresponding SIC codes shown in the "Numerical List of Short Titles" section of the **Standard Industrial Classification** Manual published in 1987. Whenever two or more industry titles were similar, the Program Coordinator (based on professional knowledge) combined the two titles into one to avoid redundancy.

## **PROMOTIONAL OPPORTUNITIES**

Data is obtained from responding employers who state promotional opportunities exist for the occupation. All responses are included in the summaries. Whenever the promotional job titles were similar, the Program Coordinator (based on professional knowledge) combined them to avoid redundancy.

## **RELATED DICTIONARY OF OCCUPATIONAL TITLES and CODES**

DOTs listed are not taken from survey responses. Because the DOT uses a more detailed classification system than the OES, each OES-defined occupation can be matched to several related DOT-defined occupations. The DOT related occupation titles and codes are taken from the "OES to DOT Conversion" section of the **CCOIS Technical Guide Supplement** published by the State of California Employment Development Department. Only some of the more sizeable DOT-related occupations are listed for each surveyed occupation. The codes were selected based on the professional knowledge of the Program Coordinator.



# *Guide to 1998 Summaries, continued*

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## **ADDITIONAL INFORMATION**

The references listed in the report are as follows:

**Occupational Outlook Handbook (OOH)** 1996-97 Edition, JIST WORKS, INC., a reprint of the U. S. Department of Labor's Occupational Outlook Handbook, 1996-97 Edition.

**California Occupational Guide (COG) Bulletin**, published by the Labor Market Information Division, California State Employment Development Department. The **Guides** are also available through the LMID's home page on the Internet: <http://www.calmis.cahwnet.gov>.

Additional California labor market information and EDD services can be obtained through LMID's home page on the Internet: <http://www.calmis.cahwnet.gov>.

## **KEY TERMS**

When reference is made to “**all, almost all, most, many, some, or few**” of the survey respondents, the following guidelines apply:

**All**—100%

**Almost All** employers—80% up to but not including 100%

**Most** employers—60% up to but not including 80%

**Many** employers—40% up to but not including 60%

**Some** employers—20% up to but not including 40%

**Few** employers—less than 20%

# *1998 Occupational Summaries*

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The twenty occupational summaries listed below appear in this section. Data for these occupations were collected the spring/summer of 1998.

The occupations studied were selected by MLJT and community members from each county to determine if the occupation

- Had a substantial employment base in the survey area
- Had a substantial number of projected job openings
- Had a potential salary of \$7/hr
- Met a local need

Changing economic conditions after each year's survey period could alter the results presented in these summaries.

## *1998 Occupations Surveyed*

Amusement and Recreation Attendants

Assemblers and Fabricators - Except Machine, Electrical, Electronic, and Precision

Bartenders

Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers

Child Care Workers

Dental Assistants

Firefighters

First Line Supervisors and Manager/Supervisors-Clerical/Administrative Support Occupations

First Line Supervisors and Manager/Supervisors-Sales and Related Occupations

General Managers and Top Executives

Hotel Desk Clerks

Instructional Aides

Laborers, Landscaping and Groundskeeping

Nurse Aides

Painters, Paperhangers - Construction and Maintenance

Receptionists and Information Clerks

Teachers, Preschool

Truck Drivers, Light - Including Delivery and Route Workers

Waiters and Waitresses

Welders and Cutters

# Amusement and Recreation Attendants

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OES Code: 680140

368 Jobs Represented by the 15 Employers Responding

## Description of Occupation

Amusement and Recreation Attendants perform a variety of duties at amusement or recreation facilities. They schedule the use of recreation facilities and allocate equipment to participants of sporting events or recreational pursuits, collect fees for games played, set pins, prepare billiard tables, provide caddying and other services for golfers, and operate carnival rides and amusement concessions.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 7%; high school or equivalent, 33%; some college, but no degree, 53%; Associate (2 year) Degree, 7%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 47%; usually, 53%; always, 0%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 20%; sometimes, 60%; usually, 13%; always, 7%. Previous experience required ranged from 6 to 48 months.

**Positions requiring license or certification:** Not applicable.

## Employment Trends and Size of Occupation

**Most** (73%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **some** (27%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 158 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 13%; people in permanent positions leaving firms, 40%; growth, 13%; temporary/seasonal positions, 34%. Turnover rate was 23%.

### EDD Occupational Projections 1995 to 2002

Size of Occupation: Very large (290 to 380)

Growth Rate, 1995-2002: 31.0%, Much faster than average

(Projected growth for all occupations is 13.9%.)

## Supply and Demand Assessment

Responding employers report it is a **little difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified applicants, and both inexperienced and experienced applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to make change. Possess telephone answering skills.

**Physical:** Able to stand for prolonged periods. Possess good physical condition

**Personal:** Able to work independently. Possess public contact skills, and willing to work with close supervision.

**Basic:** Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years:** (Out of 15 firms, 4 answered this question.)

Knowledge of computers, new computer programs, desktop publishing and gold rush history. Able to use computerized cash register and administer first aid.

**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Amusement and Recreation Attendants

## Hourly Wages (July/August 1998)

	NON-UNION/UNION	
	Range	Median
New Hires, No Experience	\$5.75 -11.50	\$5.75
New Hires, Experienced	5.75 -12.25	6.00
Experienced, 3 Years With Firm	6.50 -14.25	8.00

(7% of responding employers state they employ union workers in this occupation.)

## Benefits Offered (Out of 15 firms, 9 offer benefits.)

	Full Time	Part Time
Medical insurance	89%	0%
Dental insurance	44%	0%
Vision insurance	22%	0%
Life insurance	56%	0%
Paid sick leave	44%	22%
Paid vacation	89%	22%
Retirement plan	22%	11%
Child care	11%	0%

## Hours and Gender

Full time, 47%, avg 40 hrs/wk	Part time, 32%, avg 22 hrs/wk	Temporary/On call, 1%, avg 8 hrs/wk
Seasonal, 20%, avg 35 hrs/wk	Male employees, 214 (58%)	Female employees, 154 (42%)

## Recruitment Methods (Out of 15 firms, 15 answered this question.)

Employees' referrals	53%	Public school/ program referrals	33%
Newspaper ads	67%	Private school referrals	7%
Private employment agencies	7%	Employment Development Dept.	20%
Unsolicited applicants	27%	Union Hall referrals	0%
In-house promotion or transfer	27%	Word-of-mouth	20%

## Where the Jobs Are (in survey area)

Amusement and recreation services; public golf courses; hotels and motels; marinas; gift, novelty and souvenir shops; bowling centers; religious organizations

## Promotional Opportunities (Out of 15 firms, 15 answered this question.)

**Most** (60%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to trip leader, guide, office, supervisor, and manager.

## Related Dictionary Of Occupational Titles and Codes

195.367-030 Recreation Aide	341.683-010 Golf-Range Attendant
340.367-010 Desk Clerk, Bowling Floor	343.464-010 Gambling Dealer
341.367-010 Recreation-Facility Attendant	343.467-010 Cardroom Attendant 1
341.665-010 Ski-Tow Operator	343.467.014 Floor Attendant
341.677-010 Caddie	

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 471.  
For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# ***Assemblers and Fabricators*** - *Except Machine, Electrical, Electronic and Precision*

OES Code: 939560

244 Jobs Represented by the 17 Employers Responding

## **Description of Occupation**

Assemblers and Fabricators in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. Please include assemblers whose duties are of a nonprecision nature. Does not include electrical, electronic, machine and precision assemblers, and workers who perform specialized operations exclusively as a part of assembly operations, such as riveting, welding, soldering, machining, or sawing.

## **Education, Training, and Experience**

### **Education**

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 94%; some college, but no degree, 6%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

### **Training**

Responding employers reported training is acceptable as a substitute for experience as follows: never, 12%; sometimes, 47%; usually, 35%; always, 6%.

### **Previous Experience**

Responding employers reported they require previous experience as follows: never, 29%; sometimes, 41%; usually, 12%; always, 18%. Previous experience required ranged from 6 to 24 months.

**Positions requiring license or certification:** Not applicable.

## **Employment Trends and Size of Occupation**

**Some** (35%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **most** (65%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 72 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 11%; people in permanent positions leaving firms, 52%; growth, 26%; temporary/seasonal positions, 11%. Turnover rate was 18%.

### **EDD Occupational Projections 1995 to 2002**

Size of Occupation: Large (160 to 200)

Growth Rate, 1995-2002: 25.0%, Much faster than average

(Projected growth for all occupations is 13.9%.)

## **Supply and Demand Assessment**

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified experienced applicants. Employers may have some difficulty finding qualified experienced applicants at times. Responding employers report it is **a little difficult** to find qualified inexperienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified inexperienced applicants, and inexperienced applicants may experience competition in job seeking.

## **Important Qualifications/Skills for Job Entry**

**Technical:** Able to perform assembly work and use hand tools.

**Physical:** Able to use hands, arms, and fingers and stand continuously for 2 or more hours. Possess good eye-hand coordination and manual dexterity.

**Personal:** Able to apply common sense; work independently; and perform routine, repetitive work. Possess interpersonal skills and a willingness to work with close supervision.

**Basic:** Able to read and follow written and oral instructions and write legibly. Possess basic math skills.

**New skills needed over the next three years:** (Out of 17 firms, 4 answered this question.)

Soldering, refrigerant handling, and surface mount technology

**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

# ***Assemblers and Fabricators - Except Machine, Electrical, Electronic and Precision***

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## **Hourly Wages** (July/August 1998)

	<b>NON-UNION/UNION</b>	
	<b>Range</b>	<b>Median</b>
New Hires, No Experience	\$5.50 - 8.00	\$6.00
New Hires, Experienced	5.75 - 15.00	7.00
Experienced, 3 Years With Firm	6.75 - 18.00	9.50

(6% of responding employers state they employ union workers in this occupation.)

## **Benefits Offered** (Out of 17 firms, 15 offer benefits.)

	<b>Full Time</b>	<b>Part Time</b>
Medical insurance	67%	7%
Dental insurance	47%	0%
Vision insurance	0%	0%
Life insurance	27%	0%
Paid sick leave	47%	13%
Paid vacation	87%	13%
Retirement plan	33%	7%
Child care	0%	0%

## **Hours and Gender**

Full time, 90%, avg 40 hrs/wk	Part time, 7%, avg 23 hrs/wk	Temporary/On call, 2%, avg 34 hrs/wk
Seasonal, 1%, avg 40 hrs/wk	Male employees, 107 (44%)	Female employees, 137 (56%)

## **Recruitment Methods** (Out of 17 firms, 17 answered this question.)

Employees' referrals	82%	Public school/ program referrals	12%
Newspaper ads	53%	Private school referrals	6%
Private employment agencies	12%	Employment Development Dept	24%
Unsolicited applicants	41%	Union Hall referrals	6%
In-house promotion or transfer	12%	Former Employers	6%

## **Where the Jobs Are** (in survey area)

Plumbing, heating, and air-conditioning contractors; industrial machinery and equipment wholesalers; manufacturers of: electronic computers, radio and TV communications equipment, marking devices, truck and bus bodies, wood kitchen cabinets, process control instruments, musical instruments, plastics products, structural wood members, air and gas compressors, prefabricated wood buildings and components

## **Promotional Opportunities** (Out of 17 firms, 17 answered this question.)

**Many** (59%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to managers, shipping, post-production, service technician, technician II, specialist I and II, solder tester, and shop technician.

## **Related Dictionary Of Occupational Titles and Codes**

700.684-014 Assembler	710.381-010 Assembler II
700.687-010 Assembler	730.684-010 Assembler, Musical Instruments
706.684-018 Assembler, Product	731.684-018 Toy Assembler
706.687-010 Assembler, Production	762.684-014 Assembler, Component

## **Additional Information**

For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# Bartenders

OES Code: 650050

63 Jobs Represented by the 17 Employers Responding

## Description of Occupation

Bartenders mix and serve alcoholic and non-alcoholic drinks to patrons of bars following standard recipes.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 6%; high school or equivalent, 59%; some college, but no degree, 29%; Associate (2 year) Degree, 6%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 12%; sometimes, 59%; usually, 23%; always, 6%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 30%; usually, 35%; always, 35%. Previous experience required ranged from 3 to 12 months.

**Positions requiring license or certification:** Not applicable

## Employment Trends and Size of Occupation

**Most** (70%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **a few** (18%) expect it to grow. **A few** (12%) expect it to decline. Responding employers reported 26 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 15%; people in permanent positions leaving firms, 50%; growth, 4%; temporary/seasonal positions, 31%. Turnover rate was 27%.

### EDD Occupational Projections 1995 to 2002

Size of Occupation: Large (230 to 240)

Growth Rate, 1995-2002: 4.3%, Slower than average

(Projected growth for all occupations is 13.9%.)

## Supply and Demand Assessment

Responding employers report it is **a little difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified applicants, and inexperienced and experienced applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to operate a cash register. Possess cash handling skills and knowledge of drink recipes.

**Physical:** Able to stand continuously for 2 or more hours, tolerate cigarette smoke, and lift at least 50 lbs. repeatedly. Possess good memory skills.

**Personal:** Able to work independently, under pressure and to deal effectively with difficult individuals. Possess public contact skills, a willingness to work with close supervision, and work part-time.

**Basic:** Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years:** (Out of 17 firms, 3 answered this question.)

Product knowledge, computers and point of sale terminals.

**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

## Hourly Wages (July/August 1998)

	NON-UNION	
	Range	Median
New Hires, No Experience	\$5.75 - 7.00	\$ 6.00
New Hires, Experienced	5.75 - 8.00	6.25
Experienced, 3 Years With Firm	5.75 - 9.00	7.00

(0% of responding employers employ union workers in this occupation. Most responding employers report their employees in this occupation receive tips ranging from \$1.00 to \$15.00 per hour.)

## Benefits Offered (Out of 17 firms, 6 offer benefits.)

	Full Time	Part Time
Medical insurance	67%	0%
Dental insurance	33%	0%
Vision insurance	17%	0%
Life insurance	33%	0%
Paid sick leave	17%	33%
Paid vacation	67%	33%
Retirement plan	33%	0%
Child care	0%	0%

## Hours and Gender

Full time, 46%, avg 38 hrs/wk	Part time, 38%, avg 24 hrs/wk	Temporary/On call, 11%, avg 12 hrs/wk
Seasonal, 5%, avg 35 hrs/wk	Male employees, 27 (43%)	Female employees, 36 (57%)

## Recruitment Methods (Out of 17 firms, 17 answered this question.)

Employees' referrals	65%	Public school/ program referrals	6%
Newspaper ads	47%	Private school referrals	0%
Private employment agencies	6%	Employment Development Dept	35%
Unsolicited applicants	35%	Union Hall referrals	0%
In-house promotion or transfer	47%	Word-of-mouth	6%

## Where the Jobs Are (in survey area)

Drinking places, hotels and motels, eating places, civic and social associations, bowling centers, public golf courses

## Promotional Opportunities (Out of 17 firms, 16 answered this question.)

**Many** (50%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to server, assistant manager, manager, bar manager, food and beverage management, beverage director and management.

## Related Dictionary Of Occupational Titles and Codes

312.474-010 Bartender  
312.477-010 Bar Attendant  
312.677-010 Taproom Attendant

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 311.  
For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.



# ***Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers***

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OES Code: 553380

76 Jobs Represented by the 24 Employers Responding

## **Description of Occupation**

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Does not include individuals whose primary duty is operating special office machines.

## **Education, Training, and Experience**

### **Education**

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 33%; some college, but no degree, 54%; Associate (2 year) Degree, 9%; Bachelor (4 year) Degree, 4%; Graduate Study, 0%.

### **Training**

Responding employers reported training is acceptable as a substitute for experience as follows: never, 17%; sometimes, 71%; usually, 12%; always, 0%.

### **Previous Experience**

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 8%; usually, 13%; always, 79%. Previous experience required ranged from 8 to 60 months.

**Positions requiring license or certification:** Not applicable

## **Employment Trends and Size of Occupation**

**Almost all** (96%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **a few** (4%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 19 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 32%; people in permanent positions leaving firms, 53%; growth, 10%; temporary/seasonal positions, 5%. Turnover rate was 21%.

### **EDD Occupational Projections 1995 to 2002**

Size of Occupation: Very large (850 to 860)

Growth Rate, 1995-2002: 12.0%, Slower than average

(Projected growth for all occupations is 13.9%.)

## **Supply and Demand Assessment**

Responding employers report it is **a little difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified applicants, and inexperienced and experienced applicants may experience competition in job seeking.

## **Important Qualifications/Skills for Job Entry**

**Technical:** Able to operate office machines and a 10-key adding machine by touch, follow specialized bookkeeping procedures, and use computers in accounting applications. Possess accounting, bookkeeping, English grammar, spelling, punctuation, spreadsheet, word processing, and database software skills; and knowledge of accounting and auditing terms.

**Physical:** Able to concentrate for long periods of time, sit continuously for 2 or more hours, and perform precision work. Possess good memory skills.

**Personal:** Able to perform routine, repetitive work; pay attention to detail; and work independently. Possess a willingness to work with close supervision.

**Basic:** Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years:** (Out of 24 firms, 5 answered this question.)

Tax preparation courses and computer and technology skills

**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# ***Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers***

## **Hourly Wages** (July/August 1998)

	<b>NON-UNION/UNION</b>	
	<b>Range</b>	<b>Median</b>
New Hires, No Experience	\$5.75 - 10.50	\$ 7.00
New Hires, Experienced	6.00 - 13.75	9.00
Experienced, 3 Years With Firm	6.00 - 15.25	11.07

(13% of responding employers state they employ union workers in this occupation.)

## **Benefits Offered** (Out of 24 firms, 23 offer benefits.)

	<b>Full Time</b>	<b>Part Time</b>
Medical insurance	91%	13%
Dental insurance	57%	9%
Vision insurance	52%	4%
Life insurance	43%	9%
Paid sick leave	65%	9%
Paid vacation	91%	9%
Retirement plan	52%	4%
Child care	0%	0%

## **Hours and Gender**

Full time, 86%, avg 40 hrs/wk	Part time, 12%, avg 27 hrs/wk	Temporary/On call, 1%, avg 10 hrs/wk
Seasonal, 1%, avg 25 hrs/wk	Male employees, 2 (3%)	Female employees, 74 (97%)

## **Recruitment Methods** (Out of 24 firms, 23 answered this question.)

Employees' referrals	52%	Public school/ program referrals	13%
Newspaper ads	74%	Private school referrals	0%
Private employment agencies	22%	Employment Development Dept	17%
Unsolicited applicants	13%	Union Hall referrals	0%
In-house promotion or transfer	48%	Applications on file,	13%
		State employment list, other business referrals	

## **Where the Jobs Are** (in survey area)

Amusement and recreation services; elementary and secondary schools; state commercial banks; general medical and surgical hospitals; accounting, auditing, and bookkeeping services; correctional institutions; auto and home supply stores; grocery stores; civic and social associations; hotels and motels; single-family housing construction contractors; new and used car dealers; insurance agents, brokers, and services; social services; gasoline service stations; local government

## **Promotional Opportunities** (Out of 24 firms, 23 answered this question.)

**Some** (30%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to accounting technician, accounting officer, accountant I, senior accountant, accounting manager, and director of business services.

## **Related Dictionary Of Occupational Titles and Codes**

210.382-010 Audit Clerk	210.382-046 General-Ledger Bookkeeper
210.382-014 Bookkeeper	216.482-010 Accounting Clerk

## **Additional Information**

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 282; the **California Occupational Guide**, No. 26. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# Child Care Workers

OES Code: 680380

113 Jobs Represented by the 16 Employers Responding

## Description of Occupation

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 19%; some college, but no degree, 75%; Associate (2 year) Degree, 6%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 13%; sometimes, 50%; usually, 31%; always, 6%. Most (75%) of responding employers require Early Childhood Education units.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 12%; sometimes, 25%; usually, 44%; always, 19%. Previous experience required ranged from 6 to 36 months.

**Positions requiring license or certification:** Not applicable

## Employment Trends and Size of Occupation

**Many** (50%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (44%) expect it to grow. **A few** (6%) expect it to decline. Responding employers reported 41 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 12%; people in permanent positions leaving firms, 44%; growth, 34%; temporary/seasonal positions, 10%. Turnover rate was 20%.

### EDD Occupational Projections 1995 to 2002

Size of Occupation: Medium (100 to 100)

Growth Rate, 1995-2000: 0.0%, Remain stable

(Projected growth for all occupations is 13.9%.)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified inexperienced and experienced applicants at times.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to work with children having special needs, synthesize information, administer emergency first aid, and write effectively. Possess oral reading skills, and knowledge of early childhood development and sanitary work environment.

**Physical:** Able to stand continuously for 2 or more hours and lift at least 40 lbs repeatedly. Possess good physical condition.

**Personal:** Able to handle crisis situations, work independently, work under pressure, exercise patience, and make decisions. Possess good work record, clean police record, good grooming skills, imagination, creativity, willingness to work with close supervision and understand a variety of cultures.

**Basic:** Able to read and follow instructions and write legibly. Possess oral communication skills.

**New skills needed over the next three years:** (Out of 16 firms, 5 answered this question.)

Computer skills, child center permit and continuous education

**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

# Child Care Workers

## Hourly Wages (July/August 1998)

	NON-UNION/UNION	
	Range	Median
New Hires, No Experience	\$5.00 - 11.00	\$6.50
New Hires, Experienced	5.75 - 11.75	7.00
Experienced, 3 Years With Firm	6.00 - 12.75	8.75

(13% of responding employers state they employ union workers in this occupation.)

## Benefits Offered (Out of 16 firms, 10 offer benefits.)

	Full Time	Part Time
Medical insurance	70%	40%
Dental insurance	30%	30%
Vision insurance	30%	30%
Life insurance	10%	0%
Paid sick leave	60%	50%
Paid vacation	60%	50%
Retirement plan	40%	40%
Child care	50%	50%

## Hours and Gender

Full time, 61%, avg 38 hrs/wk	Part time, 35%, avg 22 hrs/wk	Temporary/On call, 4%, avg 12 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 11 (10%)	Female employees, 102 (90%)

## Recruitment Methods (Out of 16 firms, 16 answered this question.)

Employees' referrals	31%	Public school/ program referrals	19%
Newspaper ads	88%	Private school referrals	6%
Private employment agencies	6%	Employment Development Dept	0%
Unsolicited applicants	13%	Union Hall referrals	0%
In-house promotion or transfer	19%	Community college,	13%
		Other day care operators	

## Where the Jobs Are (in survey area)

Child day care services, residential care services, elementary and secondary schools, bowling centers

## Promotional Opportunities (Out of 16 firms, 15 answered this question.)

**Many** (53%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to aide-teacher, provisional teacher, assistant teacher, teacher, teacher II, head teacher, instructor, child care worker supervisor, coordinator, assistant director, director, management.

## Related Dictionary Of Occupational Titles and Codes

355.674-010	Child-Care Attendant, School	359.677-018	Nursery School Attendant
359.677-010	Attendant, Children's Institution	359.677-026	Playroom Attendant

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 321; the **California Occupational Guide**, No. 505. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# Dental Assistants

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OES Code: 660020

90 Jobs Represented by the 25 Employers Responding

## Description of Occupation

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 32%; some college, but no degree, 56%; Associate (2 year) Degree, 12%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 12%; sometimes, 60%; usually, 24%; always, 4%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 4%; sometimes, 12%; usually, 48%; always, 36%. Previous experience required ranged from 8 to 24 months.

**Positions requiring license or certification:** Registered Dental Assistant

## Employment Trends and Size of Occupation

**Many** (56%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (44%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 24 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 4%; people in permanent positions leaving firms, 67%; growth, 25%; temporary/seasonal positions, 4%. Turnover rate was 19%.

### EDD Occupational Projections 1995 to 2002

Size of Occupation: Medium (90 to 110)

Growth Rate, 1995-2002: 22.2%, Much faster than average

(Projected growth for all occupations is 13.9%.)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified inexperienced and experienced applicants at times.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to follow laboratory procedures, maintain equipment, perform or assist with dental procedures, instruct patients in oral hygiene, maintain an appointment calendar and write effectively. Possess a Registered Dental Assistant (RDA) Certificate, Radiation Safety Certificate, record keeping skills, telephone answering and word processing skills, and knowledge of dental materials and understand coronal polishing.

**Physical:** Able to lift at least 10 lbs repeatedly. Possess good hearing, vision, physical condition, and manual dexterity.

**Personal:** Able to work as part of a team, work independently, exercise patience, relate to patients. Possess a high standard of personal cleanliness; good grooming, listening, and public contact skills; a willingness to work with close supervision and tactfulness.

**Basic:** Able to read and follow written and oral instructions and write legibly. Possess oral communication skills.

**New skills needed over the next three years:** (Out of 25 firms, 12 answered this question.)

Assisting with microscope, computer, communications, psychology, lab, making temps, acrylic temps for crowns, ortho assisting, sealants, new techniques, and Registered Dental Assistant training

**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Dental Assistants

## Hourly Wages (July/August 1998)

NON-UNION		
	Range	Median
New Hires, No Experience	\$6.00 - 10.00	\$ 7.00
New Hires, Experienced	7.00 - 13.00	10.00
Experienced, 3 Years With Firm	9.25 - 17.00	12.00

(0% of responding employers employ union workers in this occupation.)

## Benefits Offered (Out of 25 firms, 24 offer benefits.)

	Full Time	Part Time
Medical insurance	46%	13%
Dental insurance	50%	4%
Vision insurance	0%	0%
Life insurance	4%	4%
Paid sick leave	50%	33%
Paid vacation	75%	33%
Retirement plan	46%	13%
Child care	0%	4%

## Hours and Gender

Full time, 61%, avg 39 hrs/wk	Part time, 38%, avg 24 hrs/wk	Temporary/On call, 1%, avg 5 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 0 (0%)	Female employees, 90 (100%)

## Recruitment Methods (Out of 25 firms, 24 answered this question.)

Employees' referrals	54%	Public school/ program referrals	21%
Newspaper ads	67%	Private school referrals	21%
Private employment agencies	4%	Employment Development Dept	8%
Unsolicited applicants	13%	Union Hall referrals	0%
In-house promotion or transfer	13%	Word-of-mouth	4%

## Where the Jobs Are (in survey area)

Offices and clinics of dentists

## Promotional Opportunities (Out of 25 firms, 25 answered this question.)

**Some** (32%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to Registered Dental Assistant program, senior assistant, management.

## Related Dictionary Of Occupational Titles and Codes

079.361-018 Dental Assistant

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 313; the **California Occupational Guide**, No. 27; and the **California License Handbook**, Fifth Edition 1997, page 45. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# Firefighters

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OES Code: 630080

298 Jobs Represented by the 11 Employers Responding

## Description of Occupation

Firefighters control and extinguish fires, protect life and property, and maintain equipment as paid volunteers or employees of city, township, State, or Federal government.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 9%; some college, but no degree, 82%; Associate (2 year) Degree, 9%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 27%; sometimes, 37%; usually, 36%; always, 0%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 9%; sometimes, 18%; usually, 27%; always, 46%. Previous experience required ranged from 12 to 60 months.

**Positions requiring license or certification:** **Many** (55%) of responding employers require Fire Fighter I Certification.

## Employment Trends, Size

**Almost all** (82%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **a few** (18%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 192 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 2%; people in permanent positions leaving firms, 1%; growth, 1%; temporary/seasonal positions, 96%. Turnover rate was 2%.

### EDD Occupational Projections 1995 to 2002

Size of Occupation: Medium (80 to 100)

Growth Rate, 1995-2002: 25.0%, Much faster than average

(Projected growth for all occupations is 13.9%.)

## Supply and Demand Assessment

Responding employers report it is **a little difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified applicants, and inexperienced and experienced applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to administer emergency first aid, take vital signs, and write effectively. Possess valid class B driver's license, Emergency Medical Technician certificate, problem solving skills, State Firefighter I certificate, and knowledge of medical terminology.

**Physical:** Able to climb to high places, pass a pre-employment medical examination, pass a physical performance test, sit or stand continuously for 2 or more hours, perform precision work, and lift 100 lbs. repeatedly. Possess good vision, color perception, and hearing; agility; coordination; and manual dexterity.

**Personal:** Able to meet deadlines, interact well with others, work under pressure, work independently, and handle crisis situations. Possess public contact skills, a clean police record, a willingness to work with close supervision and work nights, weekends, and holidays.

**Basic:** Able to think logically, write legibly, and read and follow instructions. Possess oral communication and basic math skills.

**New skills needed over the next three years:** (Out of 11 firms, 6 answered this question.)

Paramedic, management, computer, public speaking, technical rescue, hazardous materials handling, and new fire service technical skills.

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Firefighters

## Hourly Wages (July/August 1998)

	NON-UNION		UNION	
	Range	Median	Range	Median
New Hires, No Experience	\$5.75 - 8.75	\$7.52	\$5.75 - 8.30	\$ 7.00
New Hires, Experienced	5.50 - 10.00	7.35	5.75 - 9.92	8.30
Experienced, 3 Years With Firm	5.75 - 16.00	8.25	6.09 - 11.54	10.26

(45% of responding employers employ union workers in this occupation. When working 24- plus hour shifts, firefighters are furnished with room and board.)

## Benefits Offered (Out of 11 firms, 9 offer benefits.)

	Full Time	Part Time
Medical insurance	100%	0%
Dental insurance	78%	0%
Vision insurance	56%	0%
Life insurance	89%	11%
Paid sick leave	89%	0%
Paid vacation	100%	0%
Retirement plan	100%	0%
Child care	0%	0%

## Hours and Gender

Full time, 35%, avg 50 hrs/wk      Part time, 3%, avg 14 hrs/wk      Temporary/On call, 23%, avg 40 hrs/wk  
 Seasonal, 39%, avg 79 hrs/wk      Male employees, 212 (71%)      Female employees, 86 (29%)  
 (Many, [46%] employees represented work 24 hour shifts that are a combination of 3 days on/off and 4 days on/off or nine 24 hour shifts in a 24 day period.)

## Recruitment Methods (Out of 11 firms, 11 answered this question.)

Employees' referrals	45%	Public school/ program referrals	36%
Newspaper ads	64%	Private school referrals	0%
Private employment agencies	0%	Employment Development Dept	9%
Unsolicited applicants	18%	Union Hall referrals	0%
In-house promotion or transfer	55%	Word-of-mouth, Volunteers,	27%
		State list	

## Where the Jobs Are (in survey area)

Federal, state, county, and city government

## Promotional Opportunities (Out of 11 firms, 11 answered this question.)

**Almost all** (91%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to seasonal firefighter, firefighter, resident firefighter, engineer, fire apparatus engineer, fire engineer, captain, fire captain, lieutenant, duty officer, assistant chief, chief, fire chief, management.

## Related Dictionary Of Occupational Titles and Codes

373.368-010	Fire Chief's Aide	452.364-014	Smoke Jumper
373.364-010	Fire Fighter	452.687-014	Forest-Fire Fighter
373.663-010	Fire Fighter, Crash, Fire, and Rescue		

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 299; the **California Occupational Guide**, No. 241. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.



# ***First Line Supervisors and Manager/Supervisors - Clerical and Administrative Support Occupations***

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OES Code: 510020

79 Jobs Represented by the 18 Employers Responding

## **Description of Occupation**

First Line Clerical Manager/Supervisors directly supervise and coordinate activities of clerical and administrative support workers. They are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. Some Manager/Supervisors may also engage, in part, in the same clerical work as the workers they supervise.

## **Education, Training, and Experience**

### **Education**

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 39%; some college, but no degree, 33%; Associate (2 year) Degree, 6%; Bachelor (4 year) Degree, 22%; Graduate Study, 0%.

### **Training**

Responding employers reported training is acceptable as a substitute for experience as follows: never, 28%; sometimes, 50%; usually, 22%; always, 0%.

### **Previous Experience**

Responding employers reported they require previous experience as follows: never, 6%; sometimes, 5%; usually, 28%; always, 61%. Previous experience required ranged from 12 to 60 months.

**Positions requiring license or certification:** Not applicable

## **Employment Trends and Size of Occupation**

**Almost all** (94%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **a few** (6%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 14 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 36%; people in permanent positions leaving firms, 57%; growth, 7%; temporary/seasonal positions, 0%. Turnover rate was 17%.

### **EDD Occupational Projections 1995 to 2002**

Size of Occupation: Very large (350 to 410)

Growth Rate, 1995-2002: 17.1%, Faster than average  
(Projected growth for all occupations is 13.9%.)

## **Supply and Demand Assessment**

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified experienced applicants. Employers may have some difficulty finding qualified experienced applicants at times. Responding employers report it is **a little difficult** to find qualified inexperienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified inexperienced applicants, and inexperienced applicants may experience competition in job seeking.

## **Important Qualifications/Skills for Job Entry**

**Technical:** Able to manage an activity or department, plan and organize the work of others, operate office machines, hire and assign personnel, analyze data to solve problems, synthesize information and write effectively. Possess report writing, record keeping, proofreading, problem solving, supervisory, office management, and computer spreadsheet, word processing, and data base software skills.

**Physical:** Able to sit continuously for 2 or more hours.

**Personal:** Able to work as part of a team, meet deadlines, use time effectively, pay attention to detail, work independently, work under pressure, and make decisions. Possess organizational, interpersonal, customer service, and creativity skills.

**Basic:** Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years:** (Out of 18 firms, 7 answered this question.)

Computer, sales, and stress management skills, knowledge of windows and computerized accounting software

**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# ***First Line Supervisors and Manager/Supervisors - Clerical and Administrative Support Occupations***

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## **Hourly Wages** (July/August 1998)

	<b>NON-UNION/UNION</b>	
	<b>Range</b>	<b>Median</b>
New Hires, No Experience	\$7.00 - 15.25	\$11.49
New Hires, Experienced	7.50 - 19.25	11.66
Experienced, 3 Years With Firm	9.25 - 24.25	14.63

(6% of responding employers state they employ union workers in this occupation.)

## **Benefits Offered** (Out of 18 firms, 18 offer benefits.)

	<b>Full Time</b>	<b>Part Time</b>
Medical insurance	94%	6%
Dental insurance	78%	6%
Vision insurance	61%	6%
Life insurance	83%	6%
Paid sick leave	83%	6%
Paid vacation	89%	6%
Retirement plan	67%	0%
Child care	6%	0%

## **Hours and Gender**

Full time, 94%, avg 40 hrs/wk	Part time, 6%, avg 22 hrs/wk	Temporary/On call, 0%, avg 0 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 7 (9%)	Female employees, 72 (91%)

## **Recruitment Methods** (Out of 18 firms, 18 answered this question.)

Employees' referrals	28%	Public school/ program referrals	0%
Newspaper ads	56%	Private school referrals	0%
Private employment agencies	28%	Employment Development Dept	22%
Unsolicited applicants	17%	Union Hall referrals	0%
In-house promotion or transfer	50%	Other businesses, Capitol Weekly,	22%
		Employment Weekly, job training agency, applications on file	

## **Where the Jobs Are** (in survey area)

State commercial banks; insurance agents, brokers and services; skilled nursing care facilities; general medical and surgical hospitals; libraries; job training and related services; title abstract offices; administration of social and manpower programs; disinfecting and pest control services; national commercial banks; plumbing, heating and air- conditioning contractors; sawmills and planing mills, general; civic and social associations; accounting, auditing, and bookkeeping services, correctional institutions

## **Promotional Opportunities** (Out of 18 firms, 17 answered this question.)

**Most** (65%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to sales representative, loan officer, bookkeeper, office manager, office services supervisor II (general), supervisor II and III, program manager, controller, director.

## **Related Dictionary Of Occupational Titles and Codes**

168.167-058	Manager Customer Service	211.137-010	Supervisor, Cashiers
203.137-010	Supervisor, Word Processing	211.137-022	Supervisor, Tellers
206.137-010	Supervisor, Files	215.137-014	Supervisor, Payroll
210.132-010	Supervisor, Audit Clerks	216.132-010	Supervisor, Accounting Clerks

## **Additional Information**

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 260; and the **California Occupational Guide**, No.59. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# ***First Line Supervisors and Manager/Supervisors - Sales and Related Occupations***

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OES Code: 410020

98 Jobs Represented by the 15 Employers Responding

## **Description of Occupation**

First Line Supervisors and Managers in Sales and Related Occupations directly supervise and coordinate activities of marketing, sales, and related workers. Working proprietors, in addition to their supervisory duties, may perform management functions, such as budgeting, accounting, marketing, and personnel work.

## **Education, Training, and Experience**

### **Education**

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 20%; some college, but no degree, 60%; Associate (2 year) Degree, 7%; Bachelor (4 year) Degree, 13%; Graduate Study, 0%.

### **Training**

Responding employers reported training is acceptable as a substitute for experience as follows: never, 14%; sometimes, 53%; usually, 20%; always, 13%.

### **Previous Experience**

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 27%; usually, 13%; always, 60%. Previous experience required ranged from 2 to 48 months.

**Positions requiring license or certification:** Not applicable

## **Employment Trends and Size of Occupation**

**Almost all** (80%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **some** (20%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 16 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 19%; people in permanent positions leaving firms, 50%; growth, 12%; temporary/seasonal positions, 19%. Turnover rate was 11%.

### **EDD Occupational Projections 1995 to 2002**

Size of Occupation: Very large (410 to 470)

Growth Rate, 1995-2002: 14.6%, Average

(Projected growth for all occupations is 13.9%.)

## **Supply and Demand Assessment**

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified inexperienced and experienced applicants at times.

## **Important Qualifications/Skills for Job Entry**

**Technical:** Able to manage an activity or department, plan and organize the work of others, apply sales techniques, hire and assign personnel, analyze data to solve problems, write effectively, apply inventory control methods, and synthesize information. Possess business math, record keeping, verbal presentation, problem solving, spreadsheet, and word processing skills.

**Physical:** Able to stand continuously for 2 or more hours and lift at least 10 lbs. repeatedly.

**Personal:** Able to motivate others, handle crisis situations, use time effectively, work independently, work under pressure, exercise patience, manage a multicultural workforce, make decisions, and consider long-range effects of decisions. Possess tactfulness, creativity, public contact and customer service skills; understand a variety of cultures; willingness to work nights, weekends, and holidays.

**Basic:** Able to read and follow instructions and write legibly. Possess oral communication skills.

**New skills needed over the next three years:** (Out of 15 firms, 3 answered this question.)

Coaching, mentoring, word processing, sales and marketing expense projections

**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# ***First Line Supervisors and Manager/Supervisors - Sales and Related Occupations***

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## **Hourly Wages** (July/August 1998)

	<b>NON-UNION/UNION</b>	
	<b>Range</b>	<b>Median</b>
New Hires, No Experience	\$6.50 - 20.50	\$ 9.65
New Hires, Experienced	6.50 - 36.00	12.25
Experienced, 3 Years With Firm	8.00 - 72.00	17.68

(7% of responding employers state they employ union workers in this occupation.)

## **Benefits Offered** (Out of 15 firms, 15 offer benefits.)

	<b>Full Time</b>	<b>Part Time</b>
Medical insurance	93%	0%
Dental insurance	87%	0%
Vision insurance	67%	0%
Life insurance	73%	0%
Paid sick leave	67%	0%
Paid vacation	87%	0%
Retirement plan	67%	0%
Child care	0%	0%

## **Hours and Gender**

Full time, 96%, avg 41 hrs/wk	Part time, 0%, avg 0 hrs/wk	Temporary/On call, 0%, avg 0 hrs/wk
Seasonal, 4%, avg 40 hrs/wk	Male employees, 42 (43%)	Female employees, 56 (57%)

## **Recruitment Methods** (Out of 15 firms, 15 answered this question.)

Employees' referrals	47%	Public school/ program referrals	7%
Newspaper ads	67%	Private school referrals	0%
Private employment agencies	7%	Employment Development Dept	20%
Unsolicited applicants	20%	Union Hall referrals	0%
In-house promotion or transfer	73%	Industry contacts	7%

## **Where the Jobs Are** (in survey area)

Department stores; grocery stores; amusement and recreation services; new and used car dealers; lumber and building material suppliers; auto and home supply stores; miscellaneous general merchandise stores; radio, TV and electronic stores; gasoline service stations; wine and distilled beverage wholesalers; stationery stores

## **Promotional Opportunities** (Out of 15 firms, 15 answered this question.)

**Many** (53%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to store manager, area manager, vice-president, and management.

## **Related Dictionary Of Occupational Titles and Codes**

185.167-038 Manager, Parts	187.167-138 Manager, Sales
185.167-046 Manager, Retail Store	299.137-010 Manager, Department

## **Additional Information**

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 243; the **California Occupational Guide**, No. 59 & 242. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# General Managers and Top Executives

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OES Code: 190050

52 Jobs Represented by the 16 Employers Responding

## Description of Occupation

General Managers and Top Executives include both top and mid-level managers whose duties and responsibilities are too diverse and general in nature to be classified in any functional or line area of management and administration. These managers generally work through departmental or subordinate executives. Does not include managers of smaller establishments who typically engage in the same activities as the workers they supervise.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 12%; some college, but no degree, 25%; Associate (2 year) Degree, 13%; Bachelor (4 year) Degree, 31%; Graduate Study, 19%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 44%; sometimes, 44%; usually, 6%; always, 6%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 6%; usually, 25%; always, 69%. Previous experience required ranged from 12 to 60 months.

**Positions requiring license or certification:** Not Applicable

## Employment Trends and Size of Occupation

**All** (100%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **none** (0%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 14 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 0%; people in permanent positions leaving firms, 64%; growth, 36%; temporary/seasonal positions, 0%. Turnover rate was 17%.

### EDD Occupational Projections 1995 to 2002

Size of Occupation: Very large (1020 to 1190)

Growth Rate, 1995-2002: 16.7%, Faster than average

(Projected growth for all occupations is 13.9%.)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified inexperienced and experienced applicants at times.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to plan and organize the work of others, conduct performance appraisals, hire and assign personnel, interview others for information, give oral instructions, analyze data to solve problems, interpret data, and write effectively. Possess business math, financial planning, spreadsheet, word processing, and database skills; knowledge of economic principles; and knowledge of the organization including other occupational duties.

**Physical:** None listed

**Personal:** Able to set work priorities, read and comprehend information quickly, motivate others, work independently, work under pressure, maintain good business relationships, and manage unexpected situations or circumstances. Possess leadership, public contact and interpersonal skills.

**Basic:** Possess oral communication skills.

**New skills needed over the next three years:** (Out of 16 firms, 6 answered this question.)

Computer knowledge, internet, new software, and computer bidding

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# General Managers and Top Executives

## Hourly Wages (July/August 1998)

	NON-UNION	
	Range	Median
New Hires, No Experience	\$7.25 - 26.00	\$13.10
New Hires, Experienced	8.25 - 30.00	14.25
Experienced, 3 Years With Firm	9.75 - 42.75	17.28

(0% of responding employers stated they employ union workers in this occupation.)

## Benefits Offered (Out of 16 firms, 14 offer benefits.)

	Full Time	Part Time
Medical insurance	93%	0%
Dental insurance	64%	0%
Vision insurance	43%	0%
Life insurance	36%	0%
Paid sick leave	71%	0%
Paid vacation	71%	0%
Retirement plan	36%	0%
Child care	7%	0%

## Hours and Gender

Full time, 98%, avg 40 hrs/wk	Part time, 2%, avg 16 hrs/wk	Temporary/On call, 0%, avg 0 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 20 (38%)	Female employees, 32 (62%)

## Recruitment Methods (Out of 16 firms, 16 answered this question.)

Employees' referrals	31%	Public school/ program referrals	6%
Newspaper ads	81%	Private school referrals	0%
Private employment agencies	25%	Employment Development Dept	38%
Unsolicited applicants	6%	Union Hall referrals	0%
In-house promotion or transfer	44%	Word-of-mouth	19%

## Where the Jobs Are (in survey area)

Social services; residential care services; real estate agents and managers; single family housing construction contractors; drug stores and proprietary stores; hotels and motels; skilled nursing care facilities; elementary and secondary schools; individual and family social services; job training and related services; manufacturers of: process control instruments; wines, brandy, and brandy spirits products; radio and TV communications equipment; fabricated structural metal products

## Promotional Opportunities (Out of 16 firms, 16 answered this question.)

**Many** (44%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to title officer, district manager, director, corporation positions, and vice-president.

## Related Dictionary Of Occupational Titles and Codes

188.117-082 Director, Medical Facilities Section	189.117-026 President
188.167-058 Manager, Office	189.117-034 Vice-President

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 44. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# Hotel Desk Clerks

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OES Code: 538080

184 Jobs Represented by the 15 Employers Responding

## Description of Occupation

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 53%; some college, but no degree, 34%; Associate (2 year) Degree, 13%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 33%; usually, 40%; always, 27%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 27%; sometimes, 53%; usually, 20%; always, 0%. Previous experience required ranged from 3 to 12 months.

**Positions requiring license or certification:** Not applicable.

## Employment Trends and Size of Occupation

**Many** (53%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (47%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 53 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 2%; people in permanent positions leaving firms, 42%; growth, 13%; temporary/seasonal positions, 43%. Turnover rate was 13%.

## EDD Occupational Projections 1995 to 2002

Size of Occupation: Large (190 to 230)

Growth Rate, 1995-2002: 21.1%, Much faster than average

(Projected growth for all occupations is 13.9%.)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified inexperienced and experienced applicants at times.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to follow billing procedures and write effectively. Possess record keeping and cash handling skills; knowledge of local services and entertainment; and word processing, and database.

**Physical:** Able to stand continuously for 2 or more hours.

**Personal:** Able to handle crisis situations, work independently, and work under pressure. Possess good grooming, public contact, and customer service skills; understanding of a variety of cultures; willingness to work with close supervision; and willingness to work on-call, part-time, nights, weekends, and holidays.

**Basic:** Ability to read and follow instructions and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years:** (Out of 15 firms, 2 answered this question.)

Computer skills

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Hotel Desk Clerks

## Hourly Wages (July/August 1998)

	NON-UNION/UNION	
	Range	Median
New Hires, No Experience	\$5.50 - 8.00	\$6.00
New Hires, Experienced	5.50 - 8.00	6.00
Experienced, 3 Years With Firm	6.00 - 11.00	7.50

(7% of responding employers state they employ union workers in this occupation.)

## Benefits Offered (Out of 15 firms, 8 offer benefits.)

	Full Time	Part Time
Medical insurance	88%	25%
Dental insurance	75%	25%
Vision insurance	50%	13%
Life insurance	63%	13%
Paid sick leave	38%	50%
Paid vacation	100%	50%
Retirement plan	50%	13%
Child care	13%	0%

## Hours and Gender

Full time, 69%, avg 40 hrs/wk	Part time, 17%, avg 25 hrs/wk	Temporary/On call, 2%, avg 9 hrs/wk
Seasonal, 12%, avg 40 hrs/wk	Male employees, 59 (32%)	Female employees, 125 (68%)

## Recruitment Methods (Out of 15 firms, 15 answered this question.)

Employees' referrals	73%	Public school/ program referrals	20%
Newspaper ads	87%	Private school referrals	0%
Private employment agencies	7%	Employment Development Dept	40%
Unsolicited applicants	47%	Union Hall referrals	0%
In-house promotion or transfer	53%	Other	0%

## Where the Jobs Are (in survey area)

Hotels and motels, trailer parks and campsites

## Promotional Opportunities (Out of 15 firms, 14 answered this question.)

**Most** (79%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to office, front office manager, assistant manager, desk manager, manager, management.

## Related Dictionary Of Occupational Titles and Codes

238.367-038 Hotel Clerk

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 267; the **California Occupational Guide**, No.70. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.



# Instructional Aides

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OES Code: 315211

285 Jobs Represented by the 15 Employers Responding

## Description of Occupation

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 6%; high school or equivalent, 47%; some college, but no degree, 47%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 20%; usually, 67%; always, 13%. Many (47%) of responding employers state they require an aide certificate or an aide test.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 33%; sometimes, 40%; usually, 27%; always, 0%. Previous experience required ranged from 9 to 14 months.

**Positions requiring license or certification:** Not applicable.

## Employment Trends and Size of Occupation

**Most** (60%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **a few** (13%) expect it to grow. **Some** (27%) expect it to decline. Responding employers reported 72 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 5%; people in permanent positions leaving firms, 21%; growth, 17%; temporary/seasonal positions, 57%. Turnover rate was 7%.

### EDD Occupational Projections 1995 to 2002

Size of Occupation: Very large (700 to 770)

Growth Rate, 1995-2002: 10.8%, Slower than average

(Projected growth for all occupations is 13.9%.)

## Supply and Demand Assessment

Responding employers report it is **a little difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified applicants, and inexperienced and experienced applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to write effectively. Possess record keeping, oral reading, classroom management and word processing skills, and knowledge of early childhood development.

**Physical:** None listed.

**Personal:** Able to handle crisis situations, work independently and exercise patience. Possess understanding of a variety of cultures, willingness to work part-time, and willingness to work with close supervision.

**Basic:** Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years:** (Out of 15 firms, 6 answered this question.)

Computer technology, classroom hands-on, early childhood education units

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Instructional Aides

## Hourly Wages (July/August 1998)

	UNION		NON-UNION	
	Range	Median	Range	Median
New Hires, No Experience	\$7.48 - 11.01	\$8.31	\$6.75 - 11.25	\$7.02
New Hires, Experienced	7.58 - 11.87	8.43	6.75 - 12.25	7.21
Experienced, 3 Years With Firm	8.26 - 12.85	9.41	7.00 - 13.50	8.50

(53% of responding employers employ union workers in this occupation.)

## Benefits Offered (Out of 15 firms, 12 offer benefits.)

	Full Time	Part Time
Medical insurance	42%	67%
Dental insurance	33%	67%
Vision insurance	33%	67%
Life insurance	8%	17%
Paid sick leave	33%	83%
Paid vacation	42%	83%
Retirement plan	25%	17%
Child care	0%	0%

## Hours and Gender

Full time, 10%, avg 36 hrs/wk	Part time, 74%, avg 21 hrs/wk	Temporary/On call, 16%, avg 9 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 19 (7%)	Female employees, 266 (93%)

## Recruitment Methods (Out of 15 firms, 15 answered this question.)

Employees' referrals	53%	Public school/ program referrals	13%
Newspaper ads	100%	Private school referrals	0%
Private employment agencies	0%	Employment Development Dept	7%
Unsolicited applicants	13%	Union Hall referrals	0%
In-house promotion or transfer	73%	Word-of-mouth	0%

## Where the Jobs Are (in survey area)

Elementary and secondary schools, social services, community college, child day care services

## Promotional Opportunities (Out of 15 firms, 15 answered this question.)

**Most** (60%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to clerical, custodian, secretary, attendance clerk, receptionist, coordinator.

## Related Dictionary Of Occupational Titles and Codes

099.327-010 Teacher Aide I	219.467-010 Grading Clerk
249.367-074 Teacher Aide II	249.367-086 Satellite - Instruction Facilitator

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 291; the **California Occupational Guide**, No. 502. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# ***Laborers, Landscaping and Groundskeeping***

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OES Code: 790410

191 Jobs Represented by the 22 Employers Responding

## **Description of Occupation**

Landscaping and Groundskeeping Laborers landscape and/or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. Workers may help brick and stone masons.

## **Education, Training, and Experience**

### **Education**

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 5%; high school or equivalent, 95%; some college, but no degree, 0%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

### **Training**

Responding employers reported training is acceptable as a substitute for experience as follows: never, 4%; sometimes, 64%; usually, 23%; always, 9%.

### **Previous Experience**

Responding employers reported they require previous experience as follows: never, 5%; sometimes, 59%; usually, 36%; always, 0%. Previous experience required ranged from 2 to 36 months.

**Positions requiring license or certification:** Not applicable.

## **Employment Trends, Size**

**Most** (77%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **some** (23%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 65 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 9%; people in permanent positions leaving firms, 42%; growth, 18%; temporary/seasonal positions, 31%. Turnover rate was 17%.

### **EDD Occupational Projections 1995 to 2002**

Size of Occupation: Very large (240 to 270)

Growth Rate, 1995-2002: 12.5%, Average

(Projected growth for all occupations is 13.9%.)

## **Supply and Demand Assessment**

Responding employers report it is **a little difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified applicants, and inexperienced and experienced applicants may experience competition in job seeking.

## **Important Qualifications/Skills for Job Entry**

**Technical:** Able to maintain equipment, use hand tools, and operate power hand tools, tree and vine trimming equipment. Possess pruning, lawn, and garden care, and landscape maintenance skills; knowledge of gardening tools; and valid driver's license.

**Physical:** Able to work outdoors in all weather conditions, tolerate noise and dust, stand continuously for 2 or more hours, and lift at least 50 lbs. repeatedly. Possess good physical condition.

**Personal:** Able to work independently and interact well with others. Possess good DMV driving record and willingness to work with close supervision and to work part time.

**Basic:** Able to read and follow written and oral instructions. Possess oral communication skills.

**New skills needed over the next three years:** (Out of 22 firms, 2 answered this question.)

Turf grass care, landscape design, computers, building, and managerial

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# ***Laborers, Landscaping and Groundskeeping***

## **Hourly Wages** (July/August 1998)

	<b>NON-UNION</b>		<b>UNION</b>	
	<b>Range</b>	<b>Median</b>	<b>Range</b>	<b>Median</b>
New Hires, No Experience	\$5.75 - 12.00	\$6.00	\$5.75 - 12.36	\$10.99
New Hires, Experienced	5.75 - 14.00	7.00	7.03 - 13.36	10.99
Experienced, 3 Years With Firm	6.50 - 18.00	8.50	10.50 - 14.47	12.33

(23% of responding employers employ union workers in this occupation.)

## **Benefits Offered** (Out of 22 firms, 16 offer benefits.)

	<b>Full Time</b>	<b>Part Time</b>
Medical insurance	81%	0%
Dental insurance	63%	0%
Vision insurance	50%	0%
Life insurance	50%	0%
Paid sick leave	50%	0%
Paid vacation	88%	0%
Retirement plan	38%	0%
Child care	6%	0%

## **Hours and Gender**

Full time, 85%, avg 40 hrs/wk	Part time, 3%, avg 20 hrs/wk	Temporary/On call, 3%, avg 15 hrs/wk
Seasonal, 9%, avg 39 hrs/wk	Male employees, 174 (91%)	Female employees, 17 (9%)

## **Recruitment Methods** (Out of 22 firms, 22 answered this question.)

Employees' referrals	77%	Public school/ program referrals	14%
Newspaper ads	59%	Private school referrals	5%
Private employment agencies	9%	Employment Development Dept	27%
Unsolicited applicants	41%	Union Hall referrals	5%
In-house promotion or transfer	18%	Golf Course Superintendent Network	5%

## **Where the Jobs Are** (in survey area)

Amusement and recreation services, public golf courses, lawn and garden services, civic and social associations, hotels and motels, trailer parks and campsites, mobile home site operators, administration of social and manpower programs, elementary and secondary schools, residential care facilities, religious organizations, operators of apartment buildings

## **Promotional Opportunities** (Out of 22 firms, 22 answered this question.)

**Most** (64%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to maintenance worker, facilities maintenance worker II, facilities maintenance worker III, building and grounds maintenance, retail work, department assistant, assistant superintendent, advanced turf technician, irrigation technician, leadman, foreman, supervisor, manager, golf course superintendent

## **Related Dictionary Of Occupational Titles and Codes**

406.381-010	Gardener, Special Effects and Instruction Models	406.684-018	Garden Worker
406.683-010	Greenskeeper II	406.687-010	Landscape Specialist
406.684-010	Cemetery Worker	408.684-010	Lawn - Service Worker
406.684-014	Groundskeeper, Industrial - Commercial		

## **Additional Information**

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 339; the **California Occupational Guide**, No. 320. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# Nurse Aides

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OES Code: 660080

482 Jobs Represented by the 13 Employers Responding

## Description of Occupation

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Does not include Psychiatric Aides and Home Health Aides.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 15%; high school or equivalent, 77%; some college, but no degree, 8%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 8%; sometimes, 69%; usually, 15%; always, 8%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 8%; sometimes, 38%; usually, 31%; always, 23%. Previous experience required ranged from 2 to 12 months.

**Positions requiring license or certification:** Certified Nurses Aide

## Employment Trends and Size of Occupation

**Many** (54%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (46%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 234 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 8%; people in permanent positions leaving firms, 68%; growth, 23%; temporary/seasonal positions, 1%. Turnover rate was 37%.

### EDD Occupational Projections 1995 to 2002

Size of Occupation: Very large (420 to 490)

Growth Rate, 1995-2002: 16.7%, Faster than average

(Projected growth for all occupations is 13.9%.)

## Supply and Demand Assessment

Responding employers report it is **a little difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified applicants, and inexperienced and experienced applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to provide personal services to patients, read labels and instructions, apply transferring techniques moving patients, take vital signs, perform CPR, prepare deceased patients. Possess record keeping skills, understanding of asepsis, Nurses Aide Certification, knowledge of medical terminology and emergency procedures.

**Physical:** Able to stand continuously for 2 or more hours and lift at least 50 lbs. repeatedly.

**Personal:** Able to handle crisis situations, work independently, work under pressure, and interact well with others. Possess willingness to work with close supervision, and work nights, weekends, and holidays.

**Basic:** Able to read and follow written and oral instructions and write legibly. Possess oral communication skills.

**New skills needed over the next three years:** (Out of 13 firms, 4 answered this question.)

Use of mechanical devices, updated CPR and first aid skills, computer skills, dementia and Alzheimer's care giver skills, hospice training

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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## Hourly Wages (July/August 1998)

	NON-UNION/UNION	
	Range	Median
New Hires, No Experience	\$5.75 - 8.75	\$ 6.54
New Hires, Experienced	5.75 - 8.75	6.50
Experienced, 3 Years With Firm	6.50 - 11.50	8.00

(8% of responding employers state they employ union workers in this occupation.)

## Benefits Offered (Out of 13 firms, 11 offer benefits.)

	Full Time	Part Time
Medical insurance	91%	36%
Dental insurance	73%	36%
Vision insurance	55%	27%
Life insurance	55%	18%
Paid sick leave	82%	36%
Paid vacation	91%	36%
Retirement plan	55%	27%
Child care	0%	0%

## Hours and Gender

Full time, 50%, avg 38 hrs/wk	Part time, 35%, avg 24 hrs/wk	Temporary/On call, 15%, avg 13 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 29 (6%)	Female employees, 453 (94%)

## Recruitment Methods (Out of 13 firms, 13 answered this question.)

Employees' referrals	85%	Public school/ program referrals	23%
Newspaper ads	77%	Private school referrals	15%
Private employment agencies	15%	Employment Development Dept	38%
Unsolicited applicants	31%	Union Hall referrals	0%
In-house promotion or transfer	23%	Word-of-mouth, application on file, The Job Connection	23%

## Where the Jobs Are (in survey area)

Skilled nursing care facilities, general medical and surgical hospitals, residential care facilities, nursing and personal care services, rooming and boarding houses

## Promotional Opportunities (Out of 13 firms, 12 answered this question.)

**Many** (58%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to clerical positions, meds-aide, medication assistant, office manager.

## Related Dictionary Of Occupational Titles and Codes

354.374-010 Nurse, Practical	355.674-014 Nurse Assistant
354.377-010 Birth Attendant	355.674-018 Orderly
354.677-010 First-Aid Attendant	

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 316; the **California Occupational Guide**, No. 442; and the **California License Handbook**, Fifth Edition 1997, page 144. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# Painters, Paperhangers - Construction and Maintenance

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OES Code: 874020

28 Jobs Represented by the 12 Employers Responding

## Description of Occupation

Painters paint walls, equipment, buildings, bridges, and other structural surfaces using brushes, rollers, and spray guns. They may mix colors or oils to obtain desired color or consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 8%; high school or equivalent, 67%; some college, but no degree, 25%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 17%; sometimes, 75%; usually, 8%; always, 0%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 8%; sometimes, 42%; usually, 25%; always, 25%. Previous experience required ranged from 6 to 42 months.

**Positions requiring license or certification:** Not applicable

## Employment Trends and Size of Occupation

**Many** (59%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **some** (33%) expect it to grow. **A few** (8%) expect it to decline. Responding employers reported 20 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 5%; people in permanent positions leaving firms, 20%; growth, 15%; temporary/seasonal positions, 60%. Turnover rate was 18%.

## EDD Occupational Projections 1995 to 2002

Size of Occupation: Medium (70 to 90)

Growth Rate, 1995-2002: 28.6%, Much faster than average

(Projected growth for all occupations is 13.9%.)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified experienced applicants. Employers may have some difficulty finding qualified experienced applicants at times. Responding employers report it is **a little difficult** to find qualified inexperienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified inexperienced applicants, and inexperienced applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to implement safe work practices. Possess surface preparation, brush, roller, and spray painting skills; and knowledge of paints and related chemicals.

**Physical:** Able to tolerate dust and paint fumes, work from ladders and scaffolds, stand continuously for 2 or more hours, and lift at least 100 lbs. repeatedly. Possess good color perception.

**Personal:** Able to pay attention to detail and work independently. Possess customer service skills, a reliable vehicle, and willingness to work with close supervision.

**Basic:** Able to read and follow instructions and write legibly. Possess oral communication skills.

**New skills needed over the next three years:** (Out of 12 firms, 3 answered this question.)

New techniques and products, maintenance of equipment, faux finishing

**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# ***Painters, Paperhangers - Construction and Maintenance***

## **Hourly Wages** (July/August 1998)

	<b>NON-UNION/UNION</b>	
	<b>Range</b>	<b>Median</b>
New Hires, No Experience	\$5.75 - 19.00	\$ 8.00
New Hires, Experienced	7.00 - 19.00	10.00
Experienced, 3 Years With Firm	8.50 - 20.75	13.50

(8% of responding employers state they employ union workers in this occupation.)

## **Benefits Offered** (Out of 12 firms, 5 offer benefits.)

	<b>Full Time</b>	<b>Part Time</b>
Medical insurance	80%	0%
Dental insurance	80%	0%
Vision insurance	40%	0%
Life insurance	0%	0%
Paid sick leave	40%	0%
Paid vacation	60%	0%
Retirement plan	40%	0%
Child care	0%	0%

## **Hours and Gender**

Full time, 46%, avg 39 hrs/wk	Part time, 4%, avg 20 hrs/wk	Temporary/On call, 11%, avg 10 hrs/wk
Seasonal, 39%, avg 36 hrs/wk	Male employees, 25 (89%)	Female employees, 3 (11%)

## **Recruitment Methods** (Out of 12 firms, 12 answered this question.)

Employees' referrals	50%	Public school/ program referrals	8%
Newspaper ads	17%	Private school referrals	0%
Private employment agencies	0%	Employment Development Dept	8%
Unsolicited applicants	42%	Union Hall referrals	0%
In-house promotion or transfer	17%	Word-of-mouth, Civil Service List, State employment list	42%

## **Where the Jobs Are** (in survey area)

Painting and paperhanging contractors, correctional institutions, apartment building operators, single family housing construction contractors

## **Promotional Opportunities** (Out of 12 firms, 12 answered this question.)

**Many** (58%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to painter I, II, III, leadman, job foreman, foreman.

## **Related Dictionary Of Occupational Titles and Codes**

840.381-010 Painter	841.381-010 Paperhanger
840.684-010 Glass Tinter	869.664-014 Construction Worker I

## **Additional Information**

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 389; the **California Occupational Guide**, No. 148. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.



# Receptionists and Information Clerks

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OES Code: 553050

51 Jobs Represented by the 18 Employers Responding

## Description of Occupation

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Does not include Receptionists who primarily operate switchboards.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 50%; some college, but no degree, 44%; Associate (2 year) Degree, 6%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 11%; sometimes, 61%; usually, 28%; always, 0%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 33%; usually, 39%; always, 28%. Previous experience required ranged from 6 to 36 months.

**Positions requiring license or certification:** Not applicable

## Employment Trends and Size of Occupation

**Most** (78%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **some** (22%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 31 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 26%; people in permanent positions leaving firms, 35%; growth, 16%; temporary/seasonal positions, 23%. Turnover rate was 37%.

### EDD Occupational Projections 1995 to 2002

Size of Occupation: Very large (310 to 350)

Growth Rate, 1995-2002: 12.9%, Average

(Projected growth for all occupations is 13.9%.)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified experienced applicants. Employers may have some difficulty finding qualified experienced applicants at times. Responding employers report it is **a little difficult** to find qualified inexperienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified inexperienced applicants, and inexperienced applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to operate a multi-line command phone center and write effectively. Possess knowledge of the employer's organization, problem solving, telephone answering, alphabetic and numeric filing, English grammar, spelling, punctuation, spreadsheet, word processing, database and desk top publishing skills.

**Physical:** Able to sit continuously for 2 or more hours.

**Personal:** Able to work independently, work under pressure, and interact well with others. Possess public contact, customer service, and listening skills; diplomacy, flexibility and a willingness to work with close supervision.

**Basic:** Able to read and follow written and oral instructions, and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years:** (Out of 18 firms, 9 answered this question.)

Computer data, modern technology, Windows, data entry, computer knowledge, typewrite knowledge, Windows 95, Soft Dent software, communication, managed care procedures and processes, customer service

**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Receptionists and Information Clerks

## Hourly Wages (July/August 1998)

	NON-UNION	
	Range	Median
New Hires, No Experience	\$5.75 - 9.75	\$6.68
New Hires, Experienced	6.00 - 12.50	8.00
Experienced, 3 Years With Firm	7.00 - 14.00	9.47

(0% of responding employers employ union workers in this occupation.)

## Benefits Offered (Out of 18 firms, 16 offer benefits.)

	Full Time	Part Time
Medical insurance	69%	6%
Dental insurance	38%	13%
Vision insurance	31%	6%
Life insurance	38%	0%
Paid sick leave	63%	19%
Paid vacation	69%	19%
Retirement plan	38%	19%
Child care	6%	0%

## Hours and Gender

Full time, 59%, avg 40 hrs/wk	Part time, 29%, avg 23 hrs/wk	Temporary/On call, 12%, avg 28 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 1 (2%)	Female employees, 50 (98%)

## Recruitment Methods (Out of 18 firms, 18 answered this question.)

Employees' referrals	39%	Public school/ program referrals	11%
Newspaper ads	50%	Private school referrals	6%
Private employment agencies	17%	Employment Development Dept	22%
Unsolicited applicants	22%	Union Hall referrals	0%
In-house promotion or transfer	22%	Word-of-mouth, internet, other businesses	17%

## Where the Jobs Are (in survey area)

Veterinary services, specialties; offices and clinics of dentists; specialty outpatient clinics; newspapers; residential care services; help supply services; apartment building operators; insurance agents, brokers, and services; offices and clinics of optometrists; legal services; accounting, auditing, and bookkeeping services; individual and family social services

## Promotional Opportunities (Out of 18 firms, 18 answered this question.)

**Almost all** (94%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to sales, transcription, patient coordinator, frame stylist, dispenser, customer service representative, billing clerk, back room technician, legal secretary, administrative assistant, bookkeeper, office manager, administrator.

## Related Dictionary Of Occupational Titles and Codes

237.367-010 Appointment Clerk	237.367-050 Tourist-Information Assistant
237.367-018 Information Clerk	238.367-034 Scheduler
237.367-038 Receptionist	249.367-082 Park Aide
237.367-042 Referral-And-Information Aide	

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 265 and 268; the **California Occupational Guide**, No. 21. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# Teachers, Preschool

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OES Code: 313030

65 Jobs Represented by the 15 Employers Responding

## Description of Occupation

Preschool Teachers instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 0%; some college, but no degree, 54%; Associate (2 year) Degree, 33%; Bachelor (4 year) Degree, 13%; Graduate Study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 73%; usually, 14%; always, 13%. Most (73%) of responding employers require Early Childhood Education units.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 7%; sometimes, 13%; usually, 47%; always, 33%. Previous experience required ranged from 6 to 48 months.

**Positions requiring license or certification:** State licensed, publicly funded, center-based child care and development program permits – Child Development: Assistant Permit, Associate Teacher Permit, Teacher Permit, Master Teacher Permit, Site Supervisor Permit, and Program Director Permit.

## Employment Trends and Size of Occupation

**Most** (73%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **some** (27%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 19 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 11%; people in permanent positions leaving firms, 47%; growth, 11%; temporary/seasonal positions, 31%. Turnover rate was 17%.

### EDD Occupational Projections 1995 to 2002

Size of Occupation: Large (120 to 140)

Growth Rate, 1995-2002: 16.7%, Faster than average

(Projected growth for all occupations is 13.9%.)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified inexperienced and experienced applicants at times.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to apply teaching techniques, administer emergency first aid, apply principles of recreation, write effectively, assess self and social skills, assess motor skills, and assess cognitive and language skills. Possess record keeping, problem solving, classroom management, supervisory and oral reading skills; and knowledge of early childhood development.

**Physical:** Able to stand continuously for 2 or more hours and stand for prolonged periods.

**Personal:** Able to work independently, under pressure, and exercise patience. Possess public contact skills, a clean police record, willingness to work with close supervision, and an understanding of a variety of cultures.

**Basic:** Able to read and follow instructions and write legibly.

**New skills needed over the next three years:** (Out of 15 firms, 2 answered this question.)

CPR certificate, computer skills

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Teachers, Preschool

## Hourly Wages (July/August 1998)

	NON-UNION/UNION	
	Range	Median
New Hires, No Experience	\$5.75 - 34.25	\$6.50
New Hires, Experienced	5.75 - 36.00	7.50
Experienced, 3 Years With Firm	7.00 - 37.75	9.00

(13% of responding employers employ union workers in this occupation. A few part time employees in this occupation are paid at the high end of the wage range.)

## Benefits Offered (Out of 15 firms, 10 offer benefits.)

	Full Time	Part Time
Medical insurance	50%	30%
Dental insurance	40%	30%
Vision insurance	30%	30%
Life insurance	30%	20%
Paid sick leave	60%	40%
Paid vacation	70%	40%
Retirement plan	30%	20%
Child care	40%	20%

## Hours and Gender

Full time, 52%, avg 40 hrs/wk	Part time, 40%, avg 21 hrs/wk	Temporary/On call, 5%, avg 7 hrs/wk
Seasonal, 3%, avg 24 hrs/wk	Male employees, 1 (2%)	Female employees, 64 (98%)

## Recruitment Methods (Out of 15 firms, 15 answered this question.)

Employees' referrals	40%	Public school/ program referrals	33%
Newspaper ads	73%	Private school referrals	0%
Private employment agencies	7%	Employment Development Dept	7%
Unsolicited applicants	27%	Union Hall referrals	0%
In-house promotion or transfer	40%	Drop-ins, Job Training Agency	13%

## Where the Jobs Are (in survey area)

Child care day services, elementary and secondary schools, general medical and surgical hospitals, individual and family social services

## Promotional Opportunities (Out of 15 firms, 14 answered this question.)

**Many** (57%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to teacher II, head teacher, regular education teacher, assistant director, and director.

## Related Dictionary Of Occupational Titles and Codes

092.227-018 Teacher, Preschool

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 321; the **California Occupational Guide**, No. 275; and the **California License Handbook**, Fifth Edition 1997, pages 234 to 238. For California labor market and occupational information on the Internet:

<http://www.calmis.cahwnet.gov>.

# Truck Drivers, Light - Including Delivery and Route Workers

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OES Code: 971050

101 Jobs Represented by the 15 Employers Responding

## Description of Occupation

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Does not include workers whose duties include sales.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 60%; some college, but no degree, 33%; Associate (2 year) Degree, 7%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 53%; usually, 40%; always, 7%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 27%; sometimes, 27%; usually, 27%; always, 19%. Previous experience required ranged from 6 to 20 months.

**Positions requiring license or certification:** Truck Driver, Light requires California Driver's License (Some, 27%, of responding employers require employees in this occupation to have a Commercial Driver's License.)

## Employment Trends and Size of Occupation

**Most** (60%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (40%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 27 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 7%; people in permanent positions leaving firms, 45%; growth, 15%; temporary/seasonal positions, 33%. Turnover rate was 14%.

### EDD Occupational Projections 1995 to 2002

Size of Occupation: Very large (240 to 270)

Growth Rate, 1995-2002: 12.5%, Average

(Projected growth for all occupations is 13.9%.)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified experienced applicants. Employers may have some difficulty finding qualified experienced applicants at times. Responding employers report it is **a little difficult** to find qualified inexperienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified inexperienced applicants, and inexperienced applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to read invoices, make change, load and unload freight, write effectively, and be bondable. Possess record keeping, cash handling, and map reading skills; understanding of inventory techniques; valid Class A driver's license; product knowledge; knowledge of local streets; and knowledge of the employer's organization.

**Physical:** Able to sit or stand continuously for 2 or more hours, lift at least 100 lbs. repeatedly, and pass a preemployment medical examination.

**Personal:** Able to work independently and work under pressure. Possess public contact skills, customer service skills, willingness to work on-call, and a good DMV driving record.

**Basic:** Able to read and follow written and oral instructions and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years:** (Out of 15 firms, 3 answered this question.)

Salesmanship, time management, people skills, computer office skills

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

# ***Truck Drivers, Light - Including Delivery and Route Workers***

## **Hourly Wages** (July/August 1998)

	<b>NON-UNION/UNION</b>	
	<b>Range</b>	<b>Median</b>
New Hires, No Experience	\$5.75 - 10.50	\$ 6.50
New Hires, Experienced	5.75 - 21.00	10.00
Experienced, 3 Years With Firm	6.00 - 22.50	12.18

(7% of responding employers employ union workers in this occupation. Some responding employers offer their employees in this occupation commissions or bonuses.)

## **Benefits Offered** (Out of 15 firms, 13 offer benefits.)

	<b>Full Time</b>	<b>Part Time</b>
Medical insurance	92%	0%
Dental insurance	62%	0%
Vision insurance	38%	0%
Life insurance	54%	0%
Paid sick leave	69%	8%
Paid vacation	85%	8%
Retirement plan	54%	0%
Child care	0%	0%

## **Hours and Gender**

Full time, 87%, avg 41 hrs/wk	Part time, 10%, avg 30 hrs/wk	Temporary/On call, 1%, avg 20 hrs/wk
Seasonal, 2%, avg 33 hrs/wk	Male employees, 85 (84%)	Female employees, 16 (16%)

## **Recruitment Methods** (Out of 15 firms, 15 answered this question.)

Employees' referrals	33%	Public school/ program referrals	0%
Newspaper ads	87%	Private school referrals	0%
Private employment agencies	13%	Employment Development Dept	20%
Unsolicited applicants	13%	Union Hall referrals	0%
In-house promotion or transfer	13%	Word-of-mouth	0%

## **Where the Jobs Are** (in survey area)

Air courier services, liquified petroleum gas dealers, newspapers, auto and home supply stores, lumber and other building material stores, gasoline service stations, furniture stores, miscellaneous general merchandise stores, motor vehicle supplies and new parts stores, florists

## **Promotional Opportunities** (Out of 15 firms, 15 answered this question.)

**Most** (67%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to floor clerk, counter person, salesperson, designers, serviceman, service technician, warehouse manager, yard foreman, manager, management.

## **Related Dictionary Of Occupational Titles and Codes**

906.683-010 Food - Service Driver	913.663-018 Driver
906.683-014 Liquid-Fertilizer Driver	919.663-022 Escort-Vehicle Driver

## **Additional Information**

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 455.  
For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# Waiters and Waitresses

OES Code: 650080

186 Jobs Represented by the 15 Employers Responding

## Description of Occupation

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as at tables. Does not include workers who only work at counters.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 7%; high school or equivalent, 66%; some college, but no degree, 27%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 73%; usually, 14%; always, 13%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 13%; sometimes, 27%; usually, 53%; always, 7%. Previous experience required ranged from 3 to 12 months.

**Positions requiring license or certification:** Not applicable.

## Employment Trends and Size of Occupation

**Most** (60%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (40%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 62 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 8%; people in permanent positions leaving firms, 53%; growth, 10%; temporary/seasonal positions, 29%. Turnover rate was 20%.

### EDD Occupational Projections 1995 to 2002

Size of Occupation: Very large (910 to 1080)

Growth Rate, 1995-2002: 18.7%, Faster than average

(Projected growth for all occupations is 13.9%.)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified experienced applicants. Employers may have some difficulty finding qualified experienced applicants at times. Responding employers report it is **a little difficult** to find qualified inexperienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified inexperienced applicants, and inexperienced applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Possess cash handling skills.

**Physical:** Able to stand continuously for 2 or more hours and lift at least 10 lbs. repeatedly.

**Personal:** Able to work independently and under pressure. Possess good grooming, public contact, interpersonal and customer service skills; willingness to work nights, weekends, holidays, and with close supervision.

**Basic:** Able to read and follow written and oral instructions and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years:** (Out of 15 firms, 1 answered this question.)  
Management skills.

**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

# Waiters and Waitresses

## Hourly Wages (July/August 1998)

	NON-UNION	
	Range	Median
New Hires, No Experience	\$5.75 - 5.75	\$5.75
New Hires, Experienced	5.75 - 6.25	5.75
Experienced, 3 Years With Firm	5.75 - 7.00	5.75

(0% of responding employers employ union workers in this occupation. Almost all responding employers report their employees in this occupation receive tips from \$1.50 to \$16.00 per hour.)

## Benefits Offered (Out of 15 firms, 5 offer benefits.)

	Full Time	Part Time
Medical insurance	80%	40%
Dental insurance	60%	20%
Vision insurance	20%	0%
Life insurance	20%	0%
Paid sick leave	0%	20%
Paid vacation	40%	20%
Retirement plan	0%	0%
Child care	0%	0%

## Hours and Gender

Full time, 46%, avg 36 hrs/wk	Part time, 47%, avg 24 hrs/wk	Temporary/On call, 2%, avg 10 hrs/wk
Seasonal, 5%, avg 16 hrs/wk	Male employees, 42 (23%)	Female employees, 144 (77%)

## Recruitment Methods (Out of 15 firms, 15 answered this question.)

Employees' referrals	80%	Public school/ program referrals	7%
Newspaper ads	53%	Private school referrals	0%
Private employment agencies	7%	Employment Development Dept.	20%
Unsolicited applicants	60%	Union Hall referrals	0%
In-house promotion or transfer	40%	Word-of-mouth	13%

## Where the Jobs Are (in survey area)

Eating places, hotels and motels, amusement and recreation services, drinking places

## Promotional Opportunities (Out of 15 firms, 15 answered this question.)

**Most** (67%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to head server, shift manager, shift supervisor, supervisor, assistant manager, prep cook, cook, management.

## Related Dictionary Of Occupational Titles and Codes

310.357-010	Wine Steward/Stewardess	311.674-018	Waiter/Waitress, Buffet
311.477-018	Waiter/Waitress, Bar	350.677-010	Mess Attendant
311.477-022	Waiter/Waitress, Dining Car	350.677-026	Steward/Stewardess, Wine
311.477-026	Waiter/Waitress, Formal	350.677-030	Waiter/Waitress
311.477-030	Waiter/Waitress, Informal	352.677-018	Waiter/Waitress, Club

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 42.

For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.



# Welders and Cutters

OES Code: 939140

34 Jobs Represented by the 10 Employers Responding

## Description of Occupation

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 10%; high school or equivalent, 80%; some college, but no degree, 10%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 30%; sometimes, 50%; usually, 20%; always, 0%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 10%; sometimes, 10%; usually, 40%; always, 40%. Previous experience required ranged from 12 to 36 months.

**Positions requiring license or certification:** Not applicable.

## Employment Trends and Size of Occupation

**Some** (30%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **most** (70%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 10 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 0%; people in permanent positions leaving firms, 50%; growth, 30%; temporary/seasonal positions, 20%. Turnover rate was 15%.

### EDD Occupational Projections 1995 to 2002

Size of Occupation: Small (50 to 60)

Growth Rate, 1995-2002: 20.0%, Faster than average

(Projected growth for all occupations is 13.9%.)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified experienced applicants. Employers may have some difficulty finding qualified experienced applicants at times. Responding employers report it is **a little difficult** to find qualified inexperienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified inexperienced applicants, and inexperienced applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to read blueprints, working drawings, and pass a worker performance test. Possess cutting, arc and MIG welding skills; and structural welding certificate.

**Physical:** Able to sit or stand continuously for 2 or more hours, lift at least 50 lbs. repeatedly, work from ladders and scaffolds, and in awkward positions. Possess manual dexterity, good vision and eye-hand coordination.

**Personal:** Able to work independently and make decisions. Possess interpersonal and customer service skills, willingness to work with close supervision, mechanical aptitude, and creativity.

**Basic:** Able to read and follow instructions. Possess oral communication skills.

**New skills needed over the next three years:** (Out of 10 firms, 1 answered this question.)

Knowledge of new utilized alloys.

**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

# Welders and Cutters

## Hourly Wages (July/August 1998)

	NON-UNION/UNION	
	Range	Median
New Hires, No Experience	\$5.75 - 8.00	\$7.00
New Hires, Experienced	6.00 -15.00	8.50
Experienced, 3 Years With Firm	8.00 -17.75	12.00

(0% of responding employers employ union workers in this occupation.)

## Benefits Offered (Out of 10 firms, 8 offer benefits.)

	Full Time	Part Time
Medical insurance	75%	13%
Dental insurance	38%	0%
Vision insurance	13%	0%
Life insurance	50%	0%
Paid sick leave	25%	0%
Paid vacation	75%	0%
Retirement plan	25%	0%
Child care	0%	0%

## Hours and Gender

Full time, 97%, avg 40 hrs/wk	Part time, 3%, avg 20 hrs/wk	Temporary/On call, 0%, avg 0 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 32 (94%)	Female employees, 2 (6%)

## Recruitment Methods (Out of 10 firms, 10 answered this question.)

Employees' referrals	10%	Public school/ program referrals	0%
Newspaper ads	30%	Private school referrals	0%
Private employment agencies	0%	Employment Development Dept.	30%
Unsolicited applicants	20%	Union Hall referrals	0%
In-house promotion or transfer	10%	Word-of-mouth	50%

## Where the Jobs Are (in survey area)

Steel foundries; plumbing, heating, and air-conditioning contractors; valves and pipefittings fabricators; refuse systems services; top and body repair and paint shops; manufacturers of: truck and bus body equipment, signs and advertising specialties, industrial machinery equipment, and farm machinery and equipment

## Promotional Opportunities (Out of 10 firms, 10 answered this question.)

**Many** (40%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to operator; manager, mechanic; foreman; and shop foreman.

## Related Dictionary Of Occupational Titles and Codes

553.684-010 Heat Welder	816.364-010 Arc Cutter
810.384-010 Welder Apprentice, Arc	819.361-010 Welder-Fitter
810.384-014 Welder, Arc	819.361-014 Welder-Fitter apprentice
810.664-010 Welder, Gun	819.381-010 Welder-Assembler
811.684-010 Welder Apprentice, Gas	819.384-010 Welder, Combination
811.684-014 Welder, Gas	819.384-014 Welder Apprentice, Combination
813.684-010 Brazier, Assembler	819.684-010 Welder, Production Line

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 417; and the **California Occupational Guide**, No. 84. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# Appendix

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ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**a**

**Please return completed questionnaire to:**

Mother Lode Job Training Phone: 209-532-2820

19900 Cedar Road North Fax: 209-533-1079

Sonora, CA 95370

## HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS

Hairdressers, Hairstylists, and Cosmetologists provide beauty services for customers, such as suggesting hair styles, cutting and styling hair, treating the scalp, applying make-up, and dressing wigs. Please do not include Shampooers, Manicurists, and Beauty School Instructors.

**Are you self-employed in the occupation described above?** ☐ Yes ☐ No

If yes, please complete this survey for the occupation described.

If no, please return this questionnaire to the above address.

1. What job title do you use? \_\_\_\_\_

2. How long have you been self-employed in this occupation? \_\_\_\_\_

3. Your gender: Male? \_\_\_\_\_ Female? \_\_\_\_\_

4. In this occupation, on average, how many weekly hours do you work? \_\_\_\_\_

5. Do you own your own business or rent space in a salon: ☐ Own ☐ Rent Space in a Salon Other: \_\_\_\_\_

6. Over the next 24 months, do you expect to remain self-employed in this occupation: (Check one)

☐ Yes ☐ No, Retiring ☐ No, going to work for someone else ☐ No, going to work in a different occupation

7. Where did you receive training for this occupation:

☐ ROP Class ☐ Private Beauty School ☐ Beauty Salon ☐ Other: \_\_\_\_\_

8. How long was your training: \_\_\_\_\_ months

9. What is the minimum level of education you had when you became self-employed in this occupation? (Check one).

☐ Less than high school diploma ☐ High school diploma or equivalent  
☐ Associate Degree (2 year) ☐ Bachelor Degree (4 year) ☐ Graduate Study

10. What is your average annual income (net) in this occupation per year? \$ \_\_\_\_\_

11. Are tips included in the average annual income? ☐ Yes ☐ No If "No", what is your average annual tips? \$ \_\_\_\_\_

12. What skills are the most important for self-employment in this occupation? \_\_\_\_\_

13. Are you aware of any new, changing, or emerging occupations in your industry? ☐ Yes ☐ No

If yes, please specify: \_\_\_\_\_

14. Would you like to receive a complimentary copy of the survey results for this occupation? ☐ Yes ☐ No

# Hairdressers, hairstylists, and cosmetologists self-employed

**OES CODE: 680050**  
**17 Firms Responding**

## **DESCRIPTION OF OCCUPATION**

Hairdressers, Hairstylists, and cosmetologists provide beauty services for customers, such as suggesting hair styles, cutting and styling hair, treating the scalp, applying make-up, and dressing wigs. Shampooers, Manicurists, and Beauty School Instructors are not included.

## **EDUCATION**

### ***Level of education at time of self-employment:***

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	All	(100%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### ***TRAINING/EXPERIENCE***

Regional Occupational Program	Many	(53%)
Private Beauty School	Many	(47%)
Beauty Salon	None	(0%)

### ***LENGTH OF SELF-EMPLOYMENT IN OCCUPATION***

1-5 years	29%
6-10 years	24%
11-15 years	12%
16-20 years	6%
21+ years	29%

## ***SKILLS, LICENSES and OTHER REQUIREMENTS***

*Skills listed by as important for self-employment in this occupation on returned questionnaires:*

Possess good communication, people, customer service, and business management skills; knowledge of work, good personality, artistic/creative ability, and disciplined spending habits. Able to enjoy working with people, be self-motivated, responsible, and honest.

### ***Positions requiring license or certification:***

Cosmetologist, Esthetician, Manicurist

## **OWN OR RENT SPACE**

Owner of own salon, 47%      Rent Space in a salon, 53%

## **WAGE/INCOME**

*Average annual income, including tips (net):*

Range	Median
\$8,000-\$35,000	\$20,000

## ***TIME BASE/HOURS WORKED***

Avg more than 41 hrs/wk	Few	(6%)
Avg 31 to 40 hrs/wk	Some	(35%)
Avg 20 to 30 hrs/wk	Many	(53%)
Avg less than 20 hrs/wk	Few	(6%)

## ***GENDER***

Female 17 (100%)      Male 0 (0%)

## **OTHER INFORMATION**

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 348; the California Occupational Guides, No. 58; and the California Professional & Business License Handbook, Sixth Edition 1999, page 50-51. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

Amador County Regional Occupational Programs  
217 Rex Avenue  
Jackson, CA 95642  
(209) 223-1750  
*Cosmetology*

Calaveras County Regional Occupational Programs  
PO Box 208, 364 Murphys Grade Road  
Altaville, CA 95221  
(209) 736-8365  
*Cosmetology*

Tuolumne County Regional Occupational Programs  
430 N. Washington Street  
Sonora, CA 95370  
(209) 533-0423  
*Cosmetology*

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**

Please return completed questionnaire to:

Mother Lode Job Training – Lynn Sholer  
19900 Cedar Rd North Phone (209) 532-2820  
Sonora, CA 95370 Fax (209) 533-1079

**ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL**

Whom should we contact with any further questions?

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Occupation: 130020 FINANCIAL MANAGERS			
Financial Managers plan, organize, direct, control, or coordinate the financial activities of an organization. Please include managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions.			
<b>Does your firm employ any individual performing the duties in the occupation described above?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes</b> , please complete this survey for the occupation described. <b>If no</b> , please return this questionnaire to the above address. If your firm has multiple locations, please confine your answers to locations in <b>your county</b> .			
1. What job title(s) does your firm use for <b>these duties</b> ?	Job Title(s):		
2. a. How many employees does your firm currently have <b>in this occupation</b> ?	Number of Employees:		
b. <b>In this occupation</b> , how many are:	Number of Males:	Number of Females:	
c. <b>In this occupation</b> , how many current employees are there; and on average, how many weekly hours do they work?			
Regular, Full Time:	Number of Employees:	Average Weekly Hours Worked:	
Regular, Part Time:	Number of Employees:	Average Weekly Hours Worked:	
Temporary/On Call:	Number of Employees:	Average Weekly Hours Worked:	
Seasonal:	Number of Employees:	Average Weekly Hours Worked:	
3. In your firm, what shifts are available for <b>this occupation</b> ? (check all that apply)	<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Other: Please specify _____		
4. Has your firm hired <b>in this occupation</b> within the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, how many were hired to fill:		vacancies resulting from promotions within your firm?	
		vacancies resulting from people in permanent positions leaving your firm?	
		new permanent positions resulting from growth?	
		temporary, on call, or seasonal positions?	
5. a. During the last 12 months, did your firm's employment <b>in this occupation</b> : (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow		
b. Over the next 24 months, do you expect your firm's employment <b>in this occupation</b> to: (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow		
6. When you hire applicants for <b>this occupation</b> , is prior experience in this occupation required? If <b>yes</b> or <b>preferred</b> , how much experience <b>in this occupation</b> is required/preferred? Is experience in other occupations accepted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred ____ (months) <input type="checkbox"/> Yes <input type="checkbox"/> No Please specify below: Occupation: _____ (months)		
7. If prior experience is required when you hire applicants <b>for this occupation</b> , please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)			
Not Difficult      1      2      3      4      Difficult			
8. If prior experience is <u>not</u> required when you hire applicants <b>for this occupation</b> , please indicate how difficult it is for your firm to find qualified applicants. (Circle one)			
Not Difficult      1      2      3      4      Difficult			

9. Does your firm accept training as a substitute for experience in this occupation? If yes, how many months of training can generally be substituted?		<input type="checkbox"/> Yes <input type="checkbox"/> No _____ (months)																																																																																																				
10. Is technical or vocational training required prior to employment <b>in this occupation</b> ? If yes or preferred, what kind of training is <b>required</b> ?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months)																																																																																																				
11. What is the minimum level of education your firm <b>requires</b> when hiring an applicant <b>in this occupation</b> ? (Check one).																																																																																																						
<input type="checkbox"/> Less than high school diploma <input type="checkbox"/> High school diploma or equivalent <input type="checkbox"/> Associate Degree (2 year) <input type="checkbox"/> Bachelor Degree (4 year) <input type="checkbox"/> Graduate Study																																																																																																						
12. What is the usual income earned by your firm's employees in <b>this occupation</b> at the following levels of skills and experience?		For other compensation, please indicate the average overall earnings and types(s) of compensation.																																																																																																				
• New hires, no experience (trained or untrained):  • New hires who are experienced:  • Experienced employees after 3 years with your firm:  <div style="text-align: center;">(Please check one)</div>	<u>Base Wage or Salary</u> \$ _____ \$ _____ \$ _____ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<u>Other Compensation</u> \$ _____ \$ _____ \$ _____ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<u>Type of Compensation</u> <input type="checkbox"/> Commission <input type="checkbox"/> Tips <input type="checkbox"/> Bonus <input type="checkbox"/> Piece Rate <input type="checkbox"/> Other Specify _____																																																																																																			
13. Are the wages for employees <b>in this occupation</b> subject to a collective bargaining or union agreement? If yes, what is the name of the union or local number?			<input type="checkbox"/> Yes <input type="checkbox"/> No _____																																																																																																			
14. Please check which benefits your firm offers full-time (FT) and part-time (PT) employees <b>in this occupation</b> and which best describes who pays for them:																																																																																																						
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th colspan="2"><u>Employer Pays All</u></th> <th colspan="2"><u>Share Cost</u></th> <th colspan="2"><u>Employee Pays All</u></th> <th colspan="2"><u>Not Provided</u></th> </tr> <tr> <th></th> <th><u>FT</u></th> <th><u>PT</u></th> <th><u>FT</u></th> <th><u>PT</u></th> <th><u>FT</u></th> <th><u>PT</u></th> <th><u>FT</u></th> <th><u>PT</u></th> </tr> </thead> <tbody> <tr><td>Medical Insurance</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Dental Insurance</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input 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15 a. Does your firm ever promote employees <b>in this occupation</b> to higher level positions?  If yes, what are the titles of the positions to which they may be promoted?		<input type="checkbox"/> Yes <input type="checkbox"/> No _____																																																																																																				
b. What skills are important for career advancement?		_____																																																																																																				
16. What computer software skills, if any, does your firm seek in applicants <b>for this occupation</b> ? (Please check all that apply)																																																																																																						
Specify software names: <input type="checkbox"/> None <input type="checkbox"/> Word Processing <input type="checkbox"/> Spreadsheet <input type="checkbox"/> Database <input type="checkbox"/> Desktop Publishing <input type="checkbox"/> Other: _____																																																																																																						
17. What other new skills are needed to perform the duties of this occupation?		_____																																																																																																				
18. When your firm hires employees <b>for this occupation</b> , which are the top <b>three</b> most successful recruitment methods?																																																																																																						
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# CALIFORNIA COOPERATIVE OCCUPATIONAL INFORMATION SYSTEM

## LOCAL PARTNERS/AGENCIES

### **ALAMEDA COUNTY**

Oakland Private Industry Council  
510-768-4409

### **BUTTE COUNTY**

Private Industry Council of Butte County  
530-343-6210

### **CONTRA COSTA COUNTY**

Workforce Investment Board of Contra Costa County  
925-646-5023

### **FRESNO COUNTY**

Fresno Workforce Development Board  
209-490-7174

### **GOLDEN SIERRA CONSORTIUM**

(Alpine, El Dorado, Placer, Nevada and Sierra Counties)  
Golden Sierra Job Training Agency  
530-265-3201

### **HUMBOLDT COUNTY**

Humboldt County Employment & Training Department  
707-441-4642

### **IMPERIAL COUNTY**

Workforce Investment Board of Imperial County, Inc.  
760-482-2972

### **KERN, INYO AND MONO COUNTIES**

Employers' Training Resource  
661-336-6954

### **KINGS COUNTY**

Kings County Job Training Office  
559-585-3538

### **LOS ANGELES COUNTY**

City of Long Beach, Business Development Center  
562-570-3807

### **MADERA COUNTY**

Madera County Workforce Development Office  
559-662-4500

### **MENDOCINO COUNTY**

Mendocino Private Industry Council, Inc.  
707-468-1402

### **MERCED COUNTY**

Merced County Private Industry Training Department  
209-385-7324 x2042

### **MONTEREY COUNTY**

Monterey County Private Industry Council  
831-796-3312

### **MOTHER LODE CONSORTIUM**

(Amador, Calaveras, Mariposa and Tuolumne Counties)  
Mother Lode Job Training Agency  
209-532-2820

### **NORTEC CONSORTIUM**

(Del Norte, Lassen, Modoc, Plumas, Siskiyou, Tehama, and Trinity Counties)  
North State Occupational Research Group  
530-343-6210

### **NORTH BAY**

(Marin, Napa, Solano and Sonoma Counties)  
North Bay Employment Connection  
(707) 259-8679

### **NORTH CENTRAL COUNTIES CONSORTIUM**

(Colusa, Glenn, Lake, Sutter and Yuba Counties)  
North State Occupational Research Group  
530-343-6210

### **ORANGE COUNTY**

Orange County, Workforce Investment Board  
714-567-7414

### **RIVERSIDE COUNTY**

Riverside County Workforce Development Center  
909-955-3128

### **SACRAMENTO AND YOLO COUNTIES CONSORTIUM**

Yolo County Department of Employment & Social Services  
530-737-7580

### **SAN BENITO and SOUTH SANTA CLARA COUNTIES**

NOVA Private Industry Council  
408-522-1049

### **SAN BERNARDINO COUNTY**

County of San Bernardino Jobs & Employment Services  
909-872-1574

### **SAN DIEGO COUNTY**

San Diego Workforce Partnership, Inc.  
619-744-0354

### **SAN FRANCISCO COUNTY**

Private Industry Council of San Francisco  
415-431-8700

### **SAN JOAQUIN COUNTY**

Employment & Economic Development Department  
209-468-3656

### **SAN LUIS OBISPO COUNTY**

San Luis Obispo Private Industry Council  
805-788-2606

### **SAN MATEO**

San Mateo County Employment/Training Administration  
650-595-7579

### **SANTA BARBARA COUNTY**

Santa Barbara County Job Training Network  
805-481-6034

### **SANTA CLARA COUNTY**

City of Sunnyvale NOVA Private Industry Council  
408-522-1049

### **SANTA CRUZ COUNTY**

County of Santa Cruz Human Resource Agency  
831-454-4586

### **SHASTA COUNTY**

Shasta County Private Industry Council  
530-245-1584

### **STANISLAUS COUNTY**

Stanislaus County Department of Employment & Training  
209-558-2107

### **TULARE COUNTY**

Tulare County Private Industry Council  
559-737-4246

### **VENTURA COUNTY**

County of Ventura, Workforce Development  
805-652-7892



**Employment Development Department  
Labor Market Information Division/Area Services Group  
County Single Point of Contact (SPOC)  
Issue Date: November 2, 2000**

County Name	Area Hub	Single Point of Contact	PublicTelephone No	CALNET Prefix	Alternate Contact
Statewide	N/A	Information Desk	916/262-2162	469	N/A
Alameda	CC	Idell Weydemeyer	925/602-1536	None	Paak-Yin Tam (415/550-4743)
Alpine	N	Mary Mahoney	916/774-4384	None	David Lyons (916/227-2015)
Amador	N	Mary Mahoney	916/774-4384	None	David Lyons (916/227-2015)
Butte (Chico)	N	Brandy Daniel	530/895-4300	459	Kathy Porter (530/225-2562)
Calaveras	CV	Victor Coelho	559/244-7718	None	Carla Barnes (559/244-7716)
Colusa	N	Brandy Daniel	530/895-4300	459	Anita Alexander (707/441-5892)
Contra Costa	CC	Idell Weydemeyer	925/602-1536	None	Cathe Rutherford (707/863-9753)
Del Norte	N	Anita Alexander	707/441-5892	538	Kathy Porter (530/225-2562)
El Dorado	N	David Lyons	916/227-2015	None	Mary Mahoney (916/774-4384)
Fresno	CV	Carla Barnes	559/244-7716	None	Victor Coelho (559/244-7718)
Glenn	N	Brandy Daniel	530/895-4300	459	Anita Alexander (707/441-5892)
Humboldt	N	Anita Alexander	707/441-5892	538	Kathy Porter (530/225-2562)
Imperial	S	Cheryl Mason	858/689-6544	None	Ann Marshall (949/588-3888)
Inyo	CV	Sarah Parker	661/395-2543	681	Dee Johnson (805/568-1358)
Kern	CV	Sarah Parker	661/395-2543	681	Dee Johnson (805/568-1358)
Kings	CV	Victor Coelho	559/244-7718	None	Carla Barnes (559/244-7716)
Lake	N	Anita Alexander	707/441-5892	538	Brandy Daniel (530/895-4300)
Lassen	N	Brandy Daniel	530/895-4300	459	Kathy Porter (530/225-2562)
Los Angeles (Any L.A. Analyst)	LA				
Central L.A. County	LA	Erica Berrospe	213/744-2569	623	Bill Freed (562/988-2824)
Northern L.A. County	LA	Bill Freed	562/988-2824	None	Erica Berrospe (213/744-2569)
Eastern L.A. County	LA	Erica Berrospe	213/744-2569	None	Bill Freed (562/988-2824)
Southern L.A. County	LA	Bill Freed	562/988-2824	623	Erica Berrospe (213/744-2569)
Madera	CV	Carla Barnes	559/244-7716	None	Victor Coelho (559/244-7718)
Marin	CC	Cathe Rutherford	707/863-9753	None	Paak-Yin Tam (415/550-4743)
Mariposa	CV	Carla Barnes	559/244-7716	None	Victor Coelho (559/244-7718)
Mendocino	N	Anita Alexander	707/441-5892	538	Brandy Daniel (530/895-4300)
Merced	CV	Carla Barnes	559/244-7716	None	Victor Coelho (559/244-7718)
Modoc	N	Kathy Porter	530/225-2562	442	Brandy Daniel (530/895-4300)
Mono	CV	Sarah Parker	661/395-2543	681	Dee Johnson (805/568-1358)
Monterey	CC	Eric Alexander	831/464-4367	None	Ray McDonald (408/369-3622)
Napa	CC	Cathe Rutherford	707/863-9753	None	Idell Weydemeyer (925/602-1536)
Nevada	N	Mary Mahoney	916/774-4384	None	David Lyons (916/227-2015)
Orange	S	Ann Marshall	949/588-3888	657	Cheryl Mason (858/689-6544)
Placer	N	David Lyons	916/227-2015	None	Mary Mahoney (916/774-4384)
Plumas	N	Brandy Daniel	530/895-4300	459	Kathy Porter (530/225-2562)
Riverside	S	Thomas Flournoy	909/885-8614	None	Ann Marshall (949/588-3888)
Sacramento	N	David Lyons	916/227-2015	None	Mary Mahoney (916/774-4384)
San Benito	CC	Ray McDonald	408/369-3622	None	Cathe Rutherford (707/863-9753)
San Bernardino	S	Thomas Flournoy	909/885-8614	None	Ann Marshall (949/588-3888)
San Diego	S	Cheryl Mason	858/689-6544	None	Ann Marshall (949/588-3888)
San Francisco	CC	Paak-Yin Tam	415/550-4743	None	Ruth Kavanagh (650/802-5085)
San Joaquin	N	Mary Mahoney	916/774-4384	None	David Lyons (916/227-2015)
San Luis Obispo	CV	Victor Coelho	559/244-7718	None	Dee Johnson (805/568-1358)
San Mateo	CC	Ruth Kavanagh	650/802-5085	None	Paak-Yin Tam (415/550-4743)
Santa Barbara	CV	Dee Johnson	805/568-1358	None	Sarah Parker (661/395-2543)
Santa Clara	CC	Ruth Kavanagh	650/802-5085	None	Ray McDonald (408/369-3622)
Santa Cruz	CC	Eric Alexander	831/464-4367	None	Ray McDonald (408/369-3622)
Shasta	N	Kathy Porter	530/225-2562	442	Brandy Daniel (530/895-4300)
Sierra	N	Mary Mahoney	916/774-4384	None	David Lyons (916/227-2015)
Siskiyou	N	Kathy Porter	530/225-2562	442	Anita Alexander (707/441-5892)
Solano	CC	Cathe Rutherford	707/863-9753	None	Idell Weydemeyer (925/602-1536)
Sonoma	CC	Cathe Rutherford	707/863-9753	None	Idell Weydemeyer (925/602-1536)
Stanislaus	CV	Victor Coelho	559/244-7718	None	Carla Barnes (559/244-7716)
Sutter	N	Brandy Daniel	530/895-4300	459	Mary Mahoney (916/774-4384)
Tehama	N	Kathy Porter	530/225-2562	442	Brandy Daniel (530/895-4300)
Trinity	N	Kathy Porter	530/225-2562	442	Anita Alexander (707/441-5892)
Tulare	CV	Sarah Parker	661/395-2543	681	Victor Coelho (559/244-7718)
Tuolumne	CV	Victor Coelho	559/244-7718	None	Carla Barnes (559/244-7716)
Ventura	CV	Dee Johnson	805/568-1358	None	Sarah Parker (661/395-2543)
Yolo	N	David Lyons	916/227-2015	None	Mary Mahoney (916/774-4384)
Yuba	N	Brandy Daniel	530/895-4300	459	Mary Mahoney (916/774-4384)

**CC** = Central Coast Area Hub  
Peter Paul, Manager  
(707) 864-9531

**CV** = Central Valley Area Hub  
Bob Schrage, Manager  
(805) 594-6133

**LA** = Los Angeles Area Hub  
Mike Caplis, Manager  
(213) 744-2571

**N** = Northern Area Hub  
Arvis Curry, Manager  
(707) 441-5831

**S** = Southern Area Hub  
Linda Reed, Manager  
(909) 933-2669

# **THIS IS THE PLACE...**

for  
California Labor Market and Occupational Information  
on the Internet

**<http://www.calmis.ca.gov>**

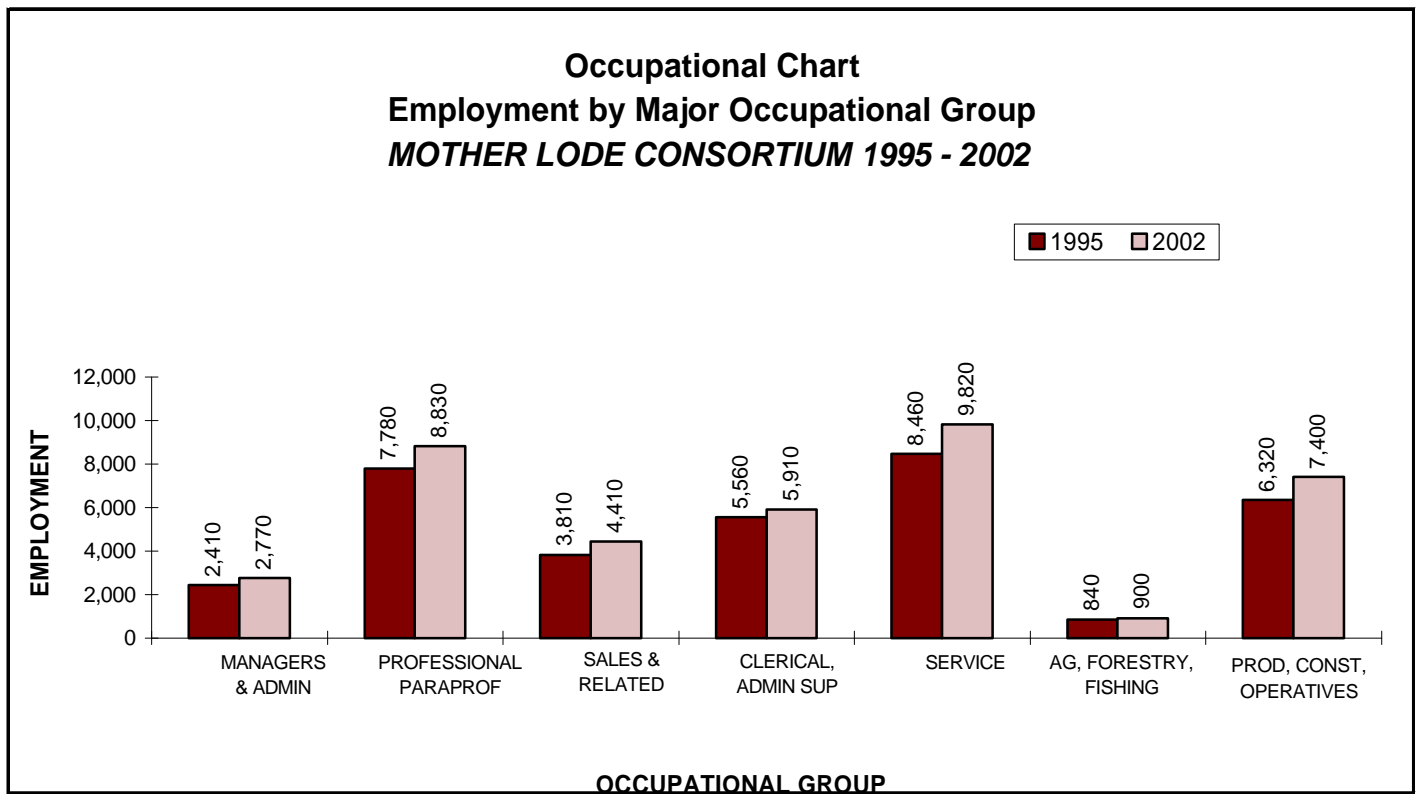
This is the Internet home page of the Labor Market Information Division of the California Employment Development Department. Other EDD services can be reached by linking from this page or directly by accessing the following: **<http://www.edd.ca.gov>**

***For more information contact the Labor Market Information Division at (916) 262-2162 or the EDD LMID/Areas Services Group County Single Point of Contact (see page 162).***

**Table 3**  
**Employment by Major Occupational Group**  
**1995 - 2002 Annual Averages**  
**MOTHER LODE CONSORTIUM**

OCCUPATIONAL GROUP	1995	PERCENT OF TOTAL	2002	PERCENT OF TOTAL	ABSOLUTE CHANGE	PERCENT CHANGE
TOTAL, ALL OCCUPATIONS (1)	35,400	100.0%	40,330	100.0%	4,930	13.9%
MANAGERS AND ADMIN OCCUPATIONS	2,410	6.8%	2,770	6.9%	360	14.9%
PROFESSIONAL, PARAPROF, TECHNICAL	7,780	22.0%	8,830	21.9%	1,050	13.5%
SALES AND RELATED OCCUPATIONS	3,810	10.8%	4,410	10.9%	600	15.7%
CLERICAL, ADMINISTRATIVE SUPPORT	5,560	15.7%	5,910	14.7%	350	6.3%
SERVICE OCCUPATIONS	8,460	23.9%	9,820	24.3%	1,360	16.1%
AGRICULTURAL, FORESTRY, FISHING	840	2.4%	900	2.2%	60	7.1%
PROD, CONST, OPER, MAT HANDLING	6,320	17.9%	7,400	18.3%	1,080	17.1%

(1) Total is based on the March 1996 benchmark.



**TABLE 4**  
**OCCUPATIONS WITH THE GREATEST ABSOLUTE JOB GROWTH (1)**  
**1995 - 2002**  
**MOTHER LODE CONSORTIUM**

CA OES CODE	OCCUPATION	ANNUAL AVERAGES		ABSOLUTE CHANGE	PERCENT CHANGE
		1995	2002		
630170	Correction Officers, Jailers	1,030	1,330	300	29.1%
490230	Cashiers	1,190	1,410	220	18.5%
190050	General Managers, Top Executives	1,020	1,190	170	16.7%
650080	Waiters and Waitresses	910	1,080	170	18.7%
490110	Salespersons, Retail	1190	1350	160	13.4%
851320	Maintenance Repairers, General Utility	740	860	120	16.2%
325020	Registered Nurses	610	710	100	16.4%
553470	General Office Clerks	1050	1150	100	9.5%
650380	Food Preparation Workers	700	800	100	14.3%
670020	Maids and Housekeeping Cleaners	640	740	100	15.6%
680140	Amusement, Recreation Attendants	290	380	90	31.0%
313110	Teachers--Special Education	250	320	70	28.0%
315210	Teacher Aides, Paraprofessional	650	720	70	10.8%
660080	Nurse Aides, Orderlies, Attendants	420	490	70	16.7%
313050	Teachers--Elementary School	910	970	60	6.6%
313080	Teachers--Secondary School	440	500	60	13.6%
630320	Sheriffs and Deputy Sheriffs	260	320	60	23.1%
871020	Carpenters	200	260	60	30.0%
130020	Financial Managers	230	280	50	21.7%
551080	Secretaries, General	510	560	50	9.8%
650260	Cooks--Restaurant	300	350	50	16.7%
670050	Janitors, Cleaners--Except Maids	420	470	50	11.9%
971020	Truck Drivers, Heavy	320	370	50	15.6%
490210	Stock Clerks--Sales Floor	360	400	40	11.1%
538080	Hotel Desk Clerks	190	230	40	21.1%
553050	Receptionists, Information Clerks	310	350	40	12.9%
650410	Combined Food Preparation and Service	500	540	40	8.0%
810050	First-Line Sup/Mgr.--Construction	110	150	40	36.4%
939560	Assembly Fabricators--Ex Mach, Elect	160	200	40	25.0%
150170	Construction Managers	70	100	30	42.9%
150260	Food Service and Lodging Managers	200	230	30	15.0%
273050	Social Workers--Ex Medical, Psychiatric	290	320	30	10.3%
325050	Licensed Vocational Nurses	140	170	30	21.4%
490080	Sales Representatives, Non Scientific--Ex Retail	220	250	30	13.6%
490170	Counter and Rental Clerks	110	140	30	27.3%
660110	Home Health Care Workers	50	80	30	60.0%
790410	Laborers, Landscaping/Groundskeeping	240	270	30	12.5%
859020	Heating, Air Conditioning, Refrigeration Mechanics	30	60	30	100.0%
939050	Electrical, Electronic Assemblers	90	120	30	33.3%
971050	Truck Drivers, Light	240	270	30	12.5%
989020	Hand Packers and Packagers	130	160	30	23.1%
211140	Accountants and Auditors	190	210	20	10.5%
219020	Cost Estimators	50	70	20	40.0%
273020	Social Workers--Medical, Psychiatric	160	180	20	12.5%
313030	Teachers, Preschool	120	140	20	16.7%
313140	Teachers--Vocational Education and Training	250	270	20	8.0%
313210	Instructors and Coaches--Sports	120	140	20	16.7%
325080	Emergency Medical Technicians	40	60	20	50.0%
630080	Fire Fighters	80	100	20	25.0%
630470	Guards and Watch Guards	90	110	20	22.2%
<b>TOTAL OF THESE OCCUPATIONS</b>		18,820	21,930	3,110	16.5%

(1) Excludes not elsewhere classified (NEC) categories.

Employment Development Department  
Labor Market Information Division

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Projections - September 1998  
<http://www.calmis.cahwnet.gov>

**TABLE 5**  
**OCCUPATIONS WITH THE FASTEST JOB GROWTH (1)**  
**1995 - 2002**  
**MOTHER LODE CONSORTIUM**

CA OES CODE	OCCUPATION	ANNUAL AVERAGES		ABSOLUTE CHANGE	PERCENT CHANGE
		1995	2002		
150170	Construction Managers	70	100	30	42.9%
810050	First-Line Sup/Mgr-Construction	110	150	40	36.4%
939050	Electrical, Electronic Assemblers	90	120	30	33.3%
680140	Amusement, Recreation Attendants	290	380	90	31.0%
871020	Carpenters	200	260	60	30.0%
630170	Correction Officers, Jailers	1,030	1,330	300	29.1%
313110	Teachers--Special Education	250	320	70	28.0%
490170	Counter and Rental Clerks	110	140	30	27.3%
939560	Assemblers, Fabricators--Ex Mach, Elect	160	200	40	25.0%
630080	Fire Fighters	80	100	20	25.0%
650350	Cooks--Short Order	80	100	20	25.0%
630320	Sheriffs and Deputy Sheriffs	260	320	60	23.1%
989020	Hand Packers and Packagers	130	160	30	23.1%
630470	Guards and Watch Guards	90	110	20	22.2%
660020	Dental Assistants	90	110	20	22.2%
971080	Bus Drivers	90	110	20	22.2%
130020	Financial Managers	230	280	50	21.7%
325050	Licensed Vocational Nurses	140	170	30	21.4%
538080	Hotel Desk Clerks	190	230	40	21.1%
650080	Waiters and Waitresses	910	1,080	170	18.7%
490230	Cashiers	1,190	1,410	220	18.5%
190050	General Managers, Top Executives	1,020	1,190	170	16.7%
660080	Nurses Aides, Orderlies, Attendants	420	490	70	16.7%
650260	Cooks--Restaurant	300	350	50	16.7%
313030	Teachers, Preschool	120	140	20	16.7%
313210	Instructors and Coaches--Sports	120	140	20	16.7%
660050	Medical Assistants	120	140	20	16.7%
325020	Registered Nurses	610	710	100	16.4%
851320	Maintenance Repairers, General Utility	740	860	120	16.2%
670020	Maids and Housekeeping Cleaners	640	740	100	15.6%
971020	Truck Drivers, Heavy	320	370	50	15.6%
150260	Food Service and Lodging Managers	200	230	30	15.0%
650380	Food Preparation Workers	700	800	100	14.3%
<b>TOTAL OF THESE OCCUPATIONS</b>		11,100	13,340	2,240	20.2%

(1) Excludes not elsewhere classified (NEC) categories and occupations with employment of less than 100 in 20020.

# ***Local Training Providers***

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The following pages contain information on occupational training programs offered in Amador, Calaveras, Mariposa, and Tuolumne counties in 2000. Job seekers and employment/career counselors can use this directory as a first-step reference when seeking training resources within the survey area for these occupations.

Program listings include the site of training, address, telephone number, general and special needs services, average length of training, required number of units for community college certification, what is received upon completion, target students for the program, and occupations for which training is provided.

The reader can obtain information about training sources in adjacent counties (San Joaquin, Stanislaus, Merced, Sacramento) or any other county by contacting the CCOIS office in that county. The CCOIS Local Partners are listed on page 161 of the **Occupational Outlook** report.

Additional California state training information can be obtained electronically through the California Training and Education Providers (CTEP) using LMID's home page number on the Internet:

**<http://www.calmis.ca.gov>**.

Data for this directory was collected during the winter and spring of 1999. Because educational program information changes frequently, users should contact individual training providers directly for information updates.

We are grateful to those who graciously assisted us with this project: training provider administrators, teachers, counselors, and assistants who answered our many telephone calls and questionnaires; and local advisory committee members for their valuable technical advice.

We hope you find this directory useful.

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# *Local Training Providers* (continued)

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## **ADULT EDUCATION PROGRAMS**

### **Amador Adult School**

217 Rex Avenue  
Jackson, CA 95642  
(209) 267-5274

#### ***Adult Basic Education leading to a High School Diploma***

Average time to complete program	Varies
Open-entry, open-exit	Yes
Received upon completion	Certificate, Diploma
Target Students	Adults

**Site:** Independence High School  
525 Independence Road  
Jackson, CA 95642  
(209) 267-5274

### **Calaveras High School**

PO Box 788  
San Andreas, CA 95249  
(209) 754-2181

**Site:** Calaveras High School  
3304 Highway 12  
San Andreas, CA 95249  
(209) 754-2178

#### ***Bus Driver Training Program***

Average time to complete program	2 to 4 months
Open-entry, open-exit	No, offered twice each year
Received upon completion	Certificate, Class B California Driver's License
Target Students	Adults

(When entering the program, students must contract to drive as substitute bus driver until a position becomes available.)

Training prepares students for following entry level occupations:  
Professional school bus driver

### **Columbia College**

11600 Columbia College Drive  
Sonora, CA 95370  
(209) 588-5250

**Sites:** Bret Harte High School  
364 Murphys Grade Road  
Altaville, CA 95221  
(209) 736-8365

Sonora High School  
430 North Washington Street  
Sonora, CA 95370  
(209) 533-0423

Tioga High School  
PO Box 1397  
Groveland, CA 95321  
(209) 962-4763

Don Pedro High School  
PO Box 1397  
Groveland, CA 95321  
(209) 852-2864

Summerville High School  
17555 Tuolumne Road  
Tuolumne, CA 95379  
(209) 928-4228

**Columbia College** also offers various classes on the Bret Harte, Sonora, and Summerville High School Campuses in the Spring and Fall. For more information, contact the Columbia College Office of Admissions and Records.

# *Local Training Providers* (continued)

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## **ADULT EDUCATION PROGRAMS** (continued)

### **Cosumnes River College**

Office of Admissions and Records  
El Dorado Center, Cosumnes River College  
6699 Campus Drive  
Placerville, CA 95667  
(530) 642-5644

**Sites:** Amador County Extension Office  
15 Main Street  
Jackson, CA 95642  
(209) 223-1247

Argonaut High School  
217 Rex Avenue  
Jackson, CA 95642

Amador High School  
330 Spanish Street  
Sutter Creek, CA 95685

Sutter Creek Elementary School  
340 Spanish Street  
Sutter Creek, CA 95685

**Cosumnes River College** offers various classes on the Amador and Argonaut High School Campuses in the Spring and Fall. For more information, contact the Cosumnes River College El Dorado Center, Office of Admissions and Records.

### **Mariposa Adult Education**

Mariposa County Unified School District  
PO Box 8, 5081 Highway 140  
Mariposa, CA 95338  
(209) 966-3691

**Site:** Mariposa Adult School  
PO Box 5001, 4802 Highway 140  
Mariposa, CA 95338  
(209) 742-0290

### ***Certified Nursing Assistant/Home Health Aide***

Average time to complete program	310 hours (4 semesters)
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	Adults

Training prepares students for following entry level occupations:  
Certified Nursing Assistant, Home Health Aide



# ***Local Training Providers*** *(continued)*

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## **ADULT EDUCATION PROGRAMS** *(continued)*

### **Mariposa Adult Education** *(continued)*

#### ***Firefighter Training***

***Fire Investigation  
Incident Safety Officer  
Fire Management***

***Wildland Firefighter Survival  
Driver Operator***

***First Responder  
Wildland Company Officer***

Average time to complete program	2 to 3 days (each class)
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults

Training prepares students for following entry level occupations:  
Firefighter trainee

### **Mariposa High School**

PO Box 127, 5074 Old Highway North  
Mariposa, CA 95338  
(209) 966-3663

***Adult Basic Education leading to a High School Diploma  
Computer Applications  
General Office***

Open-entry, open-exit	Yes
Received upon completion	Certificate, Diploma
Target Students	Adults

### **Merced College**

3600 M Street  
Merced, CA 95348-2898  
(209) 384-6042

*Site:* Mariposa High School  
5074 Old Highway North  
Mariposa, CA 95338  
(209) 966-3663

**Merced College** offers various classes on the Mariposa High School Campus in the Spring and Fall. For more information, contact the Merced College Office of Admissions and Records.

# *Local Training Providers* (continued)

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## **ADULT EDUCATION PROGRAMS** (continued)

### **San Joaquin Delta College**

5151 Pacific Avenue  
Stockton, CA 95207-6370  
(209) 954-5614

**Site:** Amador High School  
330 Spanish Street  
Sutter Creek, CA 95685  
(209) 267-5244

Argonaut High School  
217 Rex Avenue  
Jackson, CA 95642  
(209) 223-2411

Calaveras High School  
350 High School Street  
San Andreas, CA 95249  
(209) 754-1811

**San Joaquin Delta College** offers various classes on the Amador, Argonaut, and Calaveras High School campuses in the Spring and Fall. For more information, contact the San Joaquin Delta College Office of Admissions and Records.

### **Sierra Hills Education Center**

PO Box 178, 501 Gold Strike Road  
San Andreas, CA 95249  
(209) 754-2123

#### ***Adult Basic Education leading to a High School Diploma***

Average time to complete program	12 - 36 months
Open-entry, open-exit	Yes
Received upon completion	Diploma
Target Students	Adults

### **Sonora Adult School**

251-A South Barretta Street  
Sonora CA 95370  
(209) 533-1481

#### ***Adult Basic Education leading to a High School Diploma***

Average time to complete program	3 to 48 months
Open-entry, open-exit	Yes
Received upon completion	Diploma
Target Students	High School, Adults

### **Spring Hill High School**

PO Box 5001  
Mariposa, CA 95338  
(209) 966-2505

#### ***Adult Basic Education leading to a High School Diploma***

Average time to complete program	8 months
Open-entry, open-exit	Yes
Received upon completion	Diploma
Target Students	Adults

# ***Local Training Providers*** *(continued)*

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## **COLLEGES**

### **Columbia College**

11600 Columbia College Drive  
Sonora, CA 95370  
(209) 588-5100

#### **Available Services:**

Career Counseling  
Career Development  
Financial Aid

Job Placement  
Veterans Services  
On-Site Child Care

### **Associate Child Development Teacher**

#### **Total Required Units**

**12-13**

Average time to complete program

1 semester

Open-entry, open-exit

No

Received upon completion

Certificate

Target Students

Adults, HS/equiv graduates, re-entry students

#### **Training prepares students for following entry level occupations:**

Teacher aide in elementary school or public/private pre-school, entry level pre-school teacher,  
Headstart area supervisor

### **Automotive Technology, Automotive Maintenance Technician**

#### **Total Required Units**

**26.5**

Average time to complete program

2 semesters

Open-entry, open-exit

No

Received upon completion

Certificate

Target Students

Adults, HS/equiv graduates, re-entry students

#### **Training prepares students for following entry level occupations:**

Tune-up and drivability technician

### **Automotive Technology, Automotive Service Technician**

#### **Total Required Units**

**41.5**

Average time to complete program

4 semesters

Open-entry, open-exit

No

Received upon completion

Certificate

Target Students

Adults, HS/equiv graduates, re-entry students

#### **Training prepares students for following entry level occupations:**

General automobile technician

# *Local Training Providers* (continued)

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## **COLLEGES** (Columbia College continued)

### **Business Administration, Accounting**

<b>Total Required Units</b>	<b>33</b>
Average time to complete program	2 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

#### **Training prepares students for following entry level occupations:**

Accounting clerk, payroll, accounts receivable/accounts payable clerk, computer accounting information systems clerk, bookkeeper, junior accountant

### **Business Administration - Management**

<b>Total Required Units</b>	<b>42</b>
Average time to complete program	3 to 4 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

#### **Training prepares students for following entry level occupations:**

Entry-level management

### **Business Administration, Retailing**

<b>Total Required Units</b>	<b>38</b>
Average time to complete program	3 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

#### **Training prepares students for following entry level occupations:**

Retail management trainee

### **Child Development**

<b>Total Required Units</b>	<b>31-32</b>
Average time to complete program	4 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

#### **Training prepares students for following entry level occupations:**

Teaching in private pre-schools. (With an Associate in Science Degree in this field, they may also teach in public-funded pre-schools, Head Start programs, family day care centers, and may eventually administer private or public pre-school programs.)

# ***Local Training Providers*** *(continued)*

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## **COLLEGES (Columbia College continued)**

### **Computer Science**

<b>Total Required Units</b>	<b>32</b>
Average time to complete program	3 to 4 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

**Training prepares students for following entry level occupations:**

Programmer, database management, UNIX applications, network management

### **Computer Science - Applied Computer Studies, Business Emphasis**

<b>Total Required Units</b>	<b>32</b>
Average time to complete program	2 to 3 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

**Training prepares students for following entry level occupations:**

Database management, information systems

### **Computer Science - Geographic Information Systems**

<b>Total Required Units</b>	<b>42 - 44</b>
Average time to complete program	3 to 4 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

**Training prepares students for following entry level occupations:**

GIS technician, GIS analyst

### **Emergency Health Services - Paramedic**

<b>Total Required Units</b>	<b>34</b>
Average time to complete program	4 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

**Training prepares students for following entry level occupations:**

Ambulance attendant, safety officer, ski patrol, lifeguard, paramedic

# ***Local Training Providers*** *(continued)*

---

## **COLLEGES** (Columbia College continued)

### **Emergency Medical Services**

<b>Total Required Units</b>	<b>20</b>
Average time to complete program	2 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

#### **Training prepares students for following entry level occupations:**

Ambulance attendant, safety officer, ski patrol, lifeguard, emergency medical technician

### **Fire Technology**

<b>Total Required Units</b>	<b>21.5</b>
Average time to complete program	2 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

#### **Training prepares students for following entry level occupations:**

Firefighter, ambulance attendant, safety officer, fire prevention officer

### **Forestry Technology**

<b>Total Required Units</b>	<b>40 - 46</b>
Average time to complete program	3 to 4 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

#### **Training prepares students for following entry level occupations:**

Forest inventory technician, forest management, silviculture and surveying

### **Hospitality Management - Baker**

<b>Total Required Units</b>	<b>5.5</b>
Average time to complete program	1 semester
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

#### **Training prepares students for following entry level occupations:**

Baker

# ***Local Training Providers*** *(continued)*

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## **COLLEGES (Columbia College continued)**

### **Hospitality Management, Bartender**

<b>Total Required Units</b>	<b>3</b>
Average time to complete program	1 semester
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

**Training prepares students for following entry level occupations:**

Bartender

### **Hospitality Management, Chef**

<b>Total Required Units</b>	<b>32</b>
Average time to complete program	2 to 3 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

**Training prepares students for following entry level occupations:**

Chef

### **Hospitality Management - Deli Cook & Baker**

<b>Total Required Units</b>	<b>9.5</b>
Average time to complete program	1 semester
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

**Training prepares students for following entry level occupations:**

Deli cook, baker

### **Hospitality Management - Dining Room Management**

<b>Total Required Units</b>	<b>11</b>
Average time to complete program	2 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

**Training prepares students for following entry level occupations:**

Waiter/waitress, hostess, manager

# ***Local Training Providers*** *(continued)*

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## **COLLEGES** (Columbia College continued)

### **Hospitality Management, Dining Room Staff**

<b>Total Required Units</b>	<b>3.5</b>
Average time to complete program	1 semester
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

**Training prepares students for following entry level occupations:**

Waiter/waitress, hostess

### **Hospitality Management, Dinner Line Cook**

<b>Total Required Units</b>	<b>19</b>
Average time to complete program	1 to 2 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

**Training prepares students for following entry level occupations:**

Line cook

### **Hospitality Management, Hotel Management**

<b>Total Required Units</b>	<b>18</b>
Average time to complete program	2 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

**Training prepares students for following entry level occupations:**

Hotel manager trainee, hotel manager

### **Hospitality Management - Pantry & Dessert Chef**

<b>Total Required Units</b>	<b>26.5</b>
Average time to complete program	3 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

**Training prepares students for following entry level occupations:**

Pantry, dessert chef



# ***Local Training Providers*** *(continued)*

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## **COLLEGES (Columbia College continued)**

### **Hospitality Management - Restaurant Management**

<b>Total Required Units</b>	<b>29</b>
Average time to complete program	2 to 3 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

**Training prepares students for following entry level occupations:**

Restaurant manager

### **Human Services**

<b>Total Required Units</b>	<b>23</b>
Average time to complete program	2 to 3 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

**Training prepares students for following entry level occupations:**

Social services worker

### **Natural Resources - Watershed Management Technology**

<b>Total Required Units</b>	<b>34 - 38</b>
Average time to complete program	2 to 3 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

**Training prepares students for following entry level occupations:**

Watershed technician

### **Natural Resources Technology**

<b>Total Required Units</b>	<b>40 - 46</b>
Average time to complete program	3 to 4 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

**Training prepares students for following entry level occupations:**

Resource, wilderness, wildlife, and outdoor recreation interpretation management technician

# ***Local Training Providers*** *(continued)*

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## **COLLEGES** (Columbia College continued)

### **Office Technology**

<b>Total Required Units</b>	<b>27</b>
Average time to complete program	2 to 3 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

**Training prepares students for following entry level occupations:**

Clerk, receptionist, secretary I

### **Office Technology, Administrative Assistant**

<b>Total Required Units</b>	<b>35 - 37</b>
Average time to complete program	2 to 3 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

**Training prepares students for following entry level occupations:**

Clerk I, II; secretary I; administrative assistant I; receptionist

### **Office Technology, General Office Clerk**

<b>Total Required Units</b>	<b>40</b>
Average time to complete program	4 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

**Training prepares students for following entry level occupations:**

Clerk, receptionist

### **Office Technology, Information Processing**

<b>Total Required Units</b>	<b>37 - 39</b>
Average time to complete program	4 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

**Training prepares students for following entry level occupations:**

Clerk with computer experience; word processor

# ***Local Training Providers*** *(continued)*

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## **COLLEGES** (Columbia College continued)

### **Office Technology - Legal Office**

<b>Total Required Units</b>	<b>37</b>
Average time to complete program	2 to 3 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

**Training prepares students for following entry level occupations:**  
Law office clerk, receptionist, secretary, administrative assistant

### **Office Technology, Medical Office**

<b>Total Required Units</b>	<b>35</b>
Average time to complete program	2 to 3 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

**Training prepares students for following entry level occupations:**  
Medical office: clerk, receptionist, secretary, or transcriptionist

### **Office Technology - Medical Transcription**

<b>Total Required Units</b>	<b>27</b>
Average time to complete program	2 to 3 semesters
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

**Training prepares students for following entry level occupations:**  
Medical office: transcriptionist, clerk, receptionist, secretary

### **Welding Technology**

<b>Total Required Units</b>	<b>12</b>
Average time to complete program	2 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

**Training prepares students for following entry level occupations:**  
Plant maintenance welding, agricultural equipment repair and fabrication, structural welding, bridge building, general (custom) metal fabrication, aircraft repair and fabrication, pipeline welding, railroad maintenance, autobody repairer.

# ***Local Training Providers*** *(continued)*

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## **GENERAL EDUCATION DIPLOMA (GED)**

### **Amador County Adult Education**

**Class Site/s:** Independence High School  
525 Independence Road  
Sutter Creek, CA 95685  
(209) 267-5274

**Test Site/s:** Calaveras Office of Education  
364 Murphys Grade Road  
Altaville, CA 95221  
(209) 736-4662

Lodi Adult School  
542 East Pine  
Lodi, CA 95240  
(209) 331-7605

**Average time to complete program**  
Open-entry, open-exit  
Received upon completion  
Target Students

**Varies**  
Yes  
GED  
High School, Adults

### **Columbia College**

11600 Columbia College Drive  
Sonora, CA 95370  
(209) 588-5100

**Average time to complete program**  
Open-entry, open-exit  
Received upon completion  
Target Students

**6 week class (plus 2 evenings)**  
Yes  
GED  
17 or older with no high school diploma

### **Mariposa Adult School**

PO Box 5001, 4802 Highway 140  
Mariposa, CA 95338  
(209) 742-7342

**Site:** Mariposa Adult School  
4802 Highway 140  
Mariposa, CA 95338  
(209) 742-0290

**Average time to complete program**  
Open-entry, open-exit  
Received upon completion  
Target Students

**Varies**  
Yes  
GED  
Adults

# ***Local Training Providers*** *(continued)*

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## **GENERAL EDUCATION DIPLOMA (GED) (continued)**

### **Sonora Adult School**

251-A South Barretta Street  
Sonora CA 95370  
(209) 533-1481

**Class Site/s:** 251-A South Barretta Street  
Sonora CA 95370  
(209) 533-1481

**Test Site/s:** Columbia College  
11600 Columbia College Drive  
Sonora CA 95370  
(209) 588-5109

#### **Average time to complete program**

Open-entry, open-exit  
Received upon completion  
Target Students

#### **3 - 4 months**

Yes  
GED  
High School, Adults

# ***Local Training Providers*** *(continued)*

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## **PRIVATE POST-SECONDARY SCHOOLS**

### **AMADOR LEARNING NETWORK**

P.O. Box 1746, 13440 Pine Gulch Court  
Sutter Creek, CA 95685  
(209) 267-0601

**Available Services:**  
None listed

#### **Basic Internet**

<b>Average time to complete program</b>	<b>3 hours</b>
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, High School

**Training prepares students for following entry level occupations:**  
Office and business occupations

#### **Basic Keyboarding Skills**

<b>Average time to complete program</b>	<b>2.5 hours</b>
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, High School

**Training prepares students for following entry level occupations:**  
Office and business occupations

#### **Bookkeeping**

<b>Average time to complete program</b>	<b>7 - 17 hours</b>
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, High School

**Training prepares students for following entry level occupations:**  
Office and business occupations

# ***Local Training Providers*** *(continued)*

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## **PRIVATE POST-SECONDARY (Amador Learning Network continued)**

### **Computer Literacy**

<b>Average time to complete program</b>	<b>2 - 27 hours</b>
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, High School

**Training prepares students for following entry level occupations:**  
Office and business occupations

### **Database**

<b>Average time to complete program</b>	<b>4 - 8 hours</b>
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, High School

**Training prepares students for following entry level occupations:**  
Office and business occupations

### **Desktop Publishing**

<b>Average time to complete program</b>	<b>3.5 hours</b>
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, High School

**Training prepares students for following entry level occupations:**  
Office and business occupations

# ***Local Training Providers*** *(continued)*

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## **PRIVATE POST-SECONDARY** (Amador Learning Network continued)

### **Medical Terminology Made Easy**

Average time to complete program	4 - 6 hours
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, High School

Training prepares students for following entry level occupations:  
Medical office occupations

### **Windows**

Average time to complete program	8 - 12 hours
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, High School

Training prepares students for following entry level occupations:  
Office and business occupations

### **Word Processing**

Average time to complete program	8 hours
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, High School

Training prepares students for following entry level occupations:  
Office and business occupations



# ***Local Training Providers*** *(continued)*

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## **PRIVATE POST-SECONDARY SCHOOLS**

### **BEVERELY HEALTH CARE**

19929 Greenley Road  
Sonora, CA 95370  
(209) 533-2500

**Available Services:**  
None listed

### **Certified Nurses Aide**

<b>Average time to complete program</b>	<b>2 to 4 months</b>
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults

**Training prepares students for following entry level occupations:**  
Certified Nurses Aide (CAN)

# ***Local Training Providers*** *(continued)*

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## **PRIVATE POST-SECONDARY SCHOOLS**

### **CENTURY 21**

#### **Arterbury/Des Voignes, Inc.**

44 Main Street  
Jackson, CA 95642  
(209) 223-2177

#### **Available Services:**

Distance Learning

#### **Tri-Dam Realty**

#6 California Street  
Valley Springs, CA 95252  
(209) 772-1323

#### **Available Services:**

None listed

#### **Wildwood Properties, Inc.**

PO Box 548, Twain Harte, CA 95383  
18701 Tiffeni Drive, Twain Harte, CA 95383  
(209) 586-3258

#### **Available Services:**

Career Counseling  
Job Placement

### **Real Estate Agent Program**

#### **Average time to complete program**

Open-entry, open-exit  
Received upon completion  
Target Students

**30 - 45 hours**

Yes  
Certificate  
Adults

#### **Training prepares students for following entry level occupations:**

Real estate agent, loan officer, escrow officer, property manager, real estate appraiser

# ***Local Training Providers*** *(continued)*

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## **PRIVATE POST-SECONDARY SCHOOLS**

### **COLUMBIA SCHOOL OF CULINARY ARTS**

P.O. Box 330, 11755 Coarsegold Lane  
Columbia, CA 95310  
(209) 533-2417

#### **Available Services:**

Job placement  
Career Counseling  
Financial Aid  
Career Development

#### **Culinary Arts Program**

Average time to complete program	6 months
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	Adults

Training prepares students for following entry level occupations:  
Chef, cook

#### **Hotel Management Program**

Average time to complete program	4 months
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	Adults

Training prepares students for following entry level occupations:  
Hotel management, tourist industry

#### **Professional Baking Program**

Average time to complete program	4 months
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	Adults

Training prepares students for following entry level occupations:  
Professional baker

# ***Local Training Providers*** *(continued)*

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## **PRIVATE POST-SECONDARY SCHOOLS**

### **COMPUTER CAREER TRAINING**

427 North Highway 49, Suite 102  
Sonora, CA, 95370  
(209) 536-1702

#### **Available Services:**

On site training as requested  
Job placement  
Career counseling

#### **Computer Aided Drafting with Animation**

Average time to complete program	17 weeks
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	Adults

Training prepares students for following entry level occupations:  
Computer aided drafting technician

#### **Computerized Business Applications with Specialties**

Average time to complete program	15 weeks
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	Adults

Training prepares students for following entry level occupations:  
Medical secretary, medical front office receptionist, management trainee, medical billing clerk, general medical office positions, bookkeeping clerk, billing clerk, computer operator, payroll, accounts receivable, general ledger

#### **Computerized Medical Front Office**

Average time to complete program	20 weeks (with home study)
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	Adults

Training prepares students for following entry level occupations:  
Medical transcriptionist

#### **Computerized Office Skills**

Average time to complete program	5 weeks
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	Adults

Training prepares students for following entry level occupations:  
Computer skills for those with business experience

# ***Local Training Providers*** *(continued)*

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## **PRIVATE POST-SECONDARY SCHOOLS**

### **H & R BLOCK TAX TRAINING SCHOOLS**

#### **H & R Block - Altaville**

PO Box 1069, 473 South Main Street  
Altaville, CA 95221  
(209) 736-0474

#### **H & R Block - Jackson**

11960 West Highway 88, Suite 3006  
Jackson, CA 95642  
(209) 223-2155

#### **H & R Block - Sonora**

768 East Mono Way  
Sonora, CA 95370  
(209) 532-5995

#### **Available Services:**

Job placement (Sonora Office)

### **Basic Income Tax Preparation**

#### **Average time to complete program**

Open-entry, open-exit  
Received upon completion  
Target Students

**3 - 4 months**

No  
Certificate  
Adults

#### **Training prepares students for following entry level occupations:**

Income tax preparer

# ***Local Training Providers*** *(continued)*

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## **PRIVATE POST-SECONDARY SCHOOLS**

### **MOTHER LODE TRUCK DRIVING SCHOOL**

P.O. Box 399, 17887 Harvard Mine Road  
Jamestown, CA 95327  
(209) 984-1406

#### **Available Services:**

Career Development  
Career Counseling  
Job Placement

#### **Tractor/Trailer Operator**

##### **Average time to complete program**

Open-entry, open-exit

Received upon completion

Target Students

**6 weeks**

No

Diploma, California Driver's License

Adults, High School

##### **Training prepares students for following entry level occupations:**

Professional truck driver

# *Local Training Providers* (continued)

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## **PRIVATE POST-SECONDARY SCHOOLS**

### **OAKENDELL SCHOOL OF MASSAGE AND HEALING**

Mail address: 1360 East Oak Park Drive  
Physical address: 3585 Hawver Road  
San Andreas, CA 95249  
(209) 754-0244

#### **Available Services:**

Career Counseling

#### **Massage Technician Certification**

<b>Average time to complete program</b>	<b>6 months</b>
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults

**Training prepares students for following entry level occupations:**

Massage technician

# ***Local Training Providers*** (continued)

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## **PRIVATE POST-SECONDARY SCHOOLS**

### **RCI SYSTEMS COMPUTER LEARNING CENTER (Reliable Communications, Inc. Systems)**

P. O. Box 816, 4868 Highway 4  
Angels Camp, CA 95222  
(209) 736-0421

**No longer in business**

#### **Available Services:**

Career Development  
Career Counseling

#### **Computer Accounting**

<b>Average time to complete program</b>	<b>4 weeks</b>
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults

#### **Training prepares students for following entry level occupations:**

Bookkeeper, accounts receivable clerk, accounts payable clerk, payroll clerk, billing clerk, office manager, order entry clerk, inside sales

#### **Computer Basics**

<b>Average time to complete program</b>	<b>8 weeks</b>
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults

#### **Training prepares students for following entry level occupations:**

Data entry clerk, receptionist, process control operator

#### **Computer Training**

<b>Average time to complete program</b>	<b>15 weeks</b>
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults

#### **Training prepares students for following entry level occupations:**

Administrative assistant; sales account representative; general office clerk; office manager; bookkeeper; accounts payable, accounts receivable, payroll or billing clerk; secretary; document layout and design technician; receptionist; data entry clerk; small business management; shipping, receiving, order entry clerk; inside sales; work and process scheduler



# *Local Training Providers* (continued)

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## **PRIVATE POST-SECONDARY SCHOOLS (RCI Systems continued)**

### **Network Technician**

**No longer in business**

Average time to complete program

Open-entry, open-exit

Received upon completion

Target Students

No

Certificate

Adults

Training prepares students for following entry level occupations:

Network assistant, network technician

### **Front Office Medical Receptionist**

Average time to complete program

Open-entry, open-exit

Received upon completion

Target Students

8 weeks

No

Certificate

Adults

Training prepares students for following entry level occupations:

General office clerk, front office receptionist

# *Local Training Providers* (continued)

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## REGIONAL OCCUPATIONAL PROGRAMS

### AMADOR COUNTY REGIONAL OCCUPATIONAL PROGRAMS

Amador County Unified School District  
217 Rex Avenue  
Jackson, CA 95642  
(209) 223-1750

**Available Services:**  
Counseling  
Career Development

#### **Accounting**

**Site/s:** Amador High School  
330 Spanish Street  
Sutter Creek, CA 95685  
(209) 223-4258

**Average time to complete program**

**9 months**

Open-entry, open-exit

No

Received upon completion

Certificate, Senior Math Credit

Target Students

High School, Adults

**Training prepares students for following entry level occupations:**

Accounting clerk; tax preparer; general-ledger bookkeeper; accountant information clerk; bookkeeper I

#### **Auto Service**

**Site/s:** Amador High School  
330 Spanish Street  
Sutter Creek, CA 95685  
(209) 223-4258

**Average time to complete program**

**9 months**

Open-entry, open-exit

Yes

Received upon completion

Certificate

Target Students

High School

**Training prepares students for following entry level occupations:**

Automobile mechanic; automobile service-station mechanic; tune-up mechanic; brake repairer;  
transmission mechanic; automobile radiator mechanic

#### **Computer Applications**

**Site/s:** Amador High School  
330 Spanish Street  
Sutter Creek, CA 95685  
(209) 223-4258

**Average time to complete program**

**9 months**

Open-entry, open-exit

Yes

Received upon completion

Certificate

Target Students

High School, Adults

**Training prepares students for following entry level occupations:**

General office clerk and other office related occupations

# ***Local Training Providers*** *(continued)*

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## **REGIONAL OCCUPATIONAL PROGRAMS (Amador ROP continued)**

### **Landscape Gardener**

**Site/s:** Argonaut High School  
217 Rex Avenue  
Jackson, CA 95642  
(209) 223-4258

**Average time to complete program**

Open-entry, open-exit  
Received upon completion  
Target Students

**9 months**

Yes  
Certificate  
High School, Adults

**Training prepares students for following entry level occupations:**

Landscape gardener, forestry aide, nursery worker

### **Cosmetology**

**This class is offered through both Amador and Argonaut High Schools at Calaveras High School campus.**

**Site/s:** Calaveras High School  
P.O. Box 607, 350 High School Road  
San Andreas, CA 95249  
(209) 754-1811 ext 5313

**Average time to complete program**

Open-entry, open-exit  
Received upon completion  
Target Students

**1600 hours**

Yes  
Certificate  
High School, Adults

**Training prepares students for following entry level occupations:**

Cosmetologist

### **Health Related Careers**

**Site/s:** Argonaut High School  
Triglia Center, 217 Rex Avenue  
Jackson, CA 95642  
(209) 223-4258

**Average time to complete program**

Open-entry, open-exit  
Received upon completion  
Target Students

**9 months**

Yes  
Certificate  
High School, Adults

**Training prepares students for following entry level occupations:**

Certified Nursing Assistant, Home Health Aide, first-aid attendant, orderly, medical assistant,  
Emergency Medical Technician

# ***Local Training Providers*** *(continued)*

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## **REGIONAL OCCUPATIONAL PROGRAMS (Amador ROP continued)**

### **Microsoft Word**

**Site/s:** Argonaut High School  
217 Rex Avenue  
Jackson, CA 95642  
(209) 223-4258

<b>Average time to complete program</b>	<b>9 months</b>
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School, Adults

**Training prepares students for following entry level occupations:**  
General office clerk and other office related occupations

### **Microsoft Works**

**Site/s:** Argonaut High School  
217 Rex Avenue  
Jackson, CA 95642  
(209) 223-4258

<b>Average time to complete program</b>	<b>9 months</b>
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School, Adults

**Training prepares students for following entry level occupations:**  
General office clerk and other office related occupations

### **Power Point**

**Site/s:** Argonaut High School  
217 Rex Avenue  
Jackson, CA 95642  
(209) 223-4258

<b>Average time to complete program</b>	<b>9 months</b>
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School, Adults

**Training prepares students for following entry level occupations:**  
General office clerk and other office related occupations

# ***Local Training Providers*** *(continued)*

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## **REGIONAL OCCUPATIONAL PROGRAMS (Amador ROP continued)**

### **Word Processing**

**Site/s:** Amador High School  
330 Spanish Street  
Sutter Creek, CA 95685  
(209) 223-4258

**Average time to complete program**

**9 months**

Open-entry, open-exit

Yes

Received upon completion

Certificate

Target Students

High School, Adults

**Training prepares students for following entry level occupations:**

General office clerk and other office related occupations

# ***Local Training Providers*** *(continued)*

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## **REGIONAL OCCUPATIONAL PROGRAMS**

### **CALAVERAS COUNTY REGIONAL OCCUPATIONAL PROGRAM**

#### **Calaveras County Unified School District**

P.O. Box 208, 364 Murphys Grade Road  
Altaville, CA 95221  
(209) 736-8365

#### **Available Services:**

Career Center - Calaveras High School  
Career Development - Bret Harte High School  
Career Counseling - Bret Harte High School

### **Automotive**

**Site/s:** Calaveras High School  
P.O. Box 607, 350 High School Road  
San Andreas, CA 95249  
(209) 754-1811 ext 5313

#### **Average time to complete program**

Open-entry, open-exit  
Received upon completion  
Target Students

#### **180 hours**

Yes  
Certificate  
High School, Adults

#### **Training prepares students for following entry level occupations:**

Inspection stations technician, mechanic, tune-up and service technician

### **Automotive/Combination**

**Site/s:** Bret Harte High School  
P.O. Box 7000, 364 Murphys Grade Road  
Altaville, CA 95221  
(209) 736-8365

#### **Average time to complete program**

Open-entry, open-exit  
Received upon completion  
Target Students

#### **360 hours**

No  
Certificate  
High School

#### **Training prepares students for following entry level occupations:**

Inspection stations technician, mechanic, tune-up and service technician

# ***Local Training Providers*** *(continued)*

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## **REGIONAL OCCUPATIONAL PROGRAMS (Calaveras ROP continued)**

### **Automotive Electricity & Electronics**

**Site/s:** Bret Harte High School  
P.O. Box 7000, 364 Murphys Grade Road  
Altaville, CA 95221  
(209) 736-8365

<b>Average time to complete program</b>	<b>200 hours</b>
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School

**Training prepares students for following entry level occupations:**  
Prepares students for Automotive Service Excellence (ASE) exam in Electricity/Electronics.

### **Cosmetology**

**Site/s:** Calaveras High School  
P.O. Box 607, 350 High School Road  
San Andreas, CA 95249  
(209) 754-1811 ext 5313

**This class is also offered through Bret Harte High School at the Calaveras High School Campus.**

<b>Average time to complete program</b>	<b>1600 hours</b>
Open-entry, open-exit	No
Received upon completion	Certificate, Eligible for State License Examination
Target Students	High School, Adults

**Training prepares students for following entry level occupations:**  
Cosmetologist

### **Drafting, Advanced Architectural**

**Site/s:** Bret Harte High School  
P.O. Box 7000, 364 Murphys Grade Road  
Altaville, CA 95221  
(209) 736-8365

<b>Average time to complete program</b>	<b>180 hours</b>
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School

**Training prepares students for following entry level occupations:**  
Architectural Drafter

# ***Local Training Providers*** *(continued)*

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## **REGIONAL OCCUPATIONAL PROGRAMS (Calaveras ROP continued)**

### **Drafting, Advanced Mechanical**

**Site/s:** Bret Harte High School  
P.O. Box 7000, 364 Murphys Grade Road  
Altaville, CA 95221  
(209) 736-8365

<b>Average time to complete program</b>	<b>180 hours</b>
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School

**Training prepares students for following entry level occupations:**  
Drafting technician; computer operator, drafting; computer technician

### **Drafting, CAD**

<b>Site/s:</b> Calaveras High School	Bret Harte High School
P.O. Box 607, 350 High School Road	PO box 7000, 364 Murphys Grade Road
San Andreas, CA 95249	Altaville, CA 95221
(209) 754-1811 ext 5313	(209) 736-8365

<b>Average time to complete program</b>	<b>180 hours</b>
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School

**Training prepares students for following entry level occupations:**  
Drafting technician; computer operator, drafting

### **Fire Technology**

**Site/s:** Bret Harte High School  
P.O. Box 7000, 364 Murphys Grade Road  
Altaville, CA 95221  
(209) 736-8365

<b>Average time to complete program</b>	<b>180 hours</b>
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School, Adults

**Training prepares students for following entry level occupations:**  
Firefighter, Emergency Medical Technician (EMT) Paramedic



# ***Local Training Providers*** *(continued)*

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## **REGIONAL OCCUPATIONAL PROGRAMS (Calaveras ROP continued)**

### **Introduction to Desktop Publishing**

**Site/s:** Bret Harte High School  
P.O. Box 7000, 364 Murphys Grade Road  
Altaville, CA 95221  
(209) 736-8365

<b>Average time to complete program</b>	<b>180 hours</b>
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School, Adult

**Training prepares students for following entry level occupations:**

Advanced computer applications, technology applications used in areas of health services, real estate, travel agent, insurance sales, bank services, etc.

### **Law Enforcement**

**Site/s:** Calaveras High School  
P.O. Box 607, 350 High School Road  
San Andreas, CA 95249  
(209) 754-1811 ext 5313

<b>Average time to complete program</b>	<b>360 hours</b>
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	High School, Adults

**Training prepares students for following entry level occupations:**

Security Officer, Academy of Law Enforcement

### **Manicuring**

**Site/s:** Calaveras High School  
P.O. Box 607, 350 High School Road  
San Andreas, CA 95249  
(209) 754-1811 ext 5313

**This class is also offered through Bret Harte High School at the Calaveras High School Campus.**

<b>Average time to complete program</b>	<b>400 hours</b>
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	High School, Adults

**Training prepares students for following entry level occupations:**

Manicurist, nail technician

# ***Local Training Providers*** *(continued)*

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## **REGIONAL OCCUPATIONAL PROGRAMS (Calaveras ROP continued)**

### **Medical**

**Site/s:** Calaveras High School  
P.O. Box 607, 350 High School Road  
San Andreas, CA 95249  
(209) 754-1811 ext 5313

<b>Average time to complete program</b>	<b>540 hours</b>
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	High School, Adults

**Training prepares students for following entry level occupations:**  
Certified Nursing Aide license, home health care worker

### **Office Communications**

**Site/s:** Bret Harte High School  
P.O. Box 7000, 364 Murphys Grade Road  
Altaville, CA 95221  
(209) 736-8365

<b>Average time to complete program</b>	<b>180 hours</b>
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School, Adult

**Training prepares students for following entry level occupations:**  
Computer word processor, computer applications, clerk-typist, computer operator, secretary

### **Word Processing**

**Site/s:** Calaveras High School  
P.O. Box 607, 350 High School Road  
San Andreas, CA 95249  
(209) 754-1811 ext 5313

<b>Average time to complete program</b>	<b>180 hours</b>
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School (minimum 16 years of age)

**Training prepares students for following entry level occupations:**  
Computer word processor, computer applications, clerk-typist, computer operator, secretary

# ***Local Training Providers*** *(continued)*

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## **REGIONAL OCCUPATIONAL PROGRAMS**

### **MARIPOSA COUNTY REGIONAL OCCUPATIONAL PROGRAM**

#### **Mariposa County Unified School District**

P.O. Box 8, 5081 Highway 140

Mariposa, CA 95338

(209) 966-3691

#### **Site/s: Mariposa High School**

P.O. Box 127, 5074 Old Highway North

Mariposa, CA 95338

(209) 966-3663

#### **Available Services:**

Career Development

Distance Learning

### **Ag Welding**

**Average time to complete program**

**210 hours (3 terms)**

Open-entry, open-exit

Yes

Received upon completion

Certificate

Target Students

High School

**Training prepares students for following entry level occupations:**

Welder

### **Careers with Children**

**Average time to complete program**

**210 hours (3 terms)**

Open-entry, open-exit

Yes

Received upon completion

Certificate

Target Students

High School

**Training prepares students for following entry level occupations:**

Child care aide, child care worker

### **Fire Science**

**Average time to complete program**

**210 hours (3 terms)**

Open-entry, open-exit

Yes

Received upon completion

Certificate

Target Students

High School

**Training prepares students for following entry level occupations:**

Firefighter

# ***Local Training Providers*** *(continued)*

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## **REGIONAL OCCUPATIONAL PROGRAMS (Mariposa ROP continued)**

### **First Responder - Medical Aide**

Average time to complete program	55 hours (1 term)
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School

Training prepares students for following entry level occupations:  
First Aide and CPR certification

### **Multimedia Production**

Average time to complete program	210 hours (3 terms)
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School

Training prepares students for following entry level occupations:  
Graphic artist, video producer, video editor, photographer

### **Natural Resources**

Average time to complete program	210 hours (3 terms)
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School

Training prepares students for following entry level occupations:  
Landscaper, gardener

# *Local Training Providers* (continued)

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## REGIONAL OCCUPATIONAL PROGRAMS

### TUOLUMNE COUNTY REGIONAL OCCUPATIONAL PROGRAM

**Consortium member of:**

*Yosemite Regional Occupational Programs*  
Stanislaus County Department of Education  
801 County Center Three Court  
Modesto, CA 95355  
(209) 525-4900

**Available Services:**

Career Counseling  
Career Development

### **Architecture**

**Site/s:** Sonora High School  
430 N. Washington Street  
Sonora, CA 95370  
(209) 533-0423

**Average time to complete program**

Open-entry, open-exit  
Received upon completion  
Target Students

**180 hours**

No  
Certificate  
High School, Adults

**Training prepares students for following entry level occupations:**

Draftsman, Architect (with additional training)

### **Automotive Technician**

**Site/s:** Sonora High School  
430 N. Washington Street  
Sonora, CA 95370  
(209) 533-0423

**Average time to complete program**

Open-entry, open-exit  
Received upon completion  
Target Students

**360 hours**

Yes  
Certificate  
High School, Adults

**Training prepares students for following entry level occupations:**

Auto mechanic

# ***Local Training Providers*** *(continued)*

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## **REGIONAL OCCUPATIONAL PROGRAMS (Tuolumne ROP continued)**

### **Building Construction**

**Site/s:** Sonora High School  
430 N. Washington Street  
Sonora, CA 95370  
(209) 533-0423

**Average time to complete program**

Open-entry, open-exit

Received upon completion

Target Students

**360 hours**

Yes

Certificate

High School, Adults

**Training prepares students for following entry level occupations:**

Finish/rough carpenter, painter, sheet rocker, air conditioner, electrician, plumber, roofer, or framer

### **Business Applications of the Computer**

**Site/s:** Sonora High School  
30 N. Washington Street 17555  
Sonora, CA 95370  
(209) 533-0423

Summerville High School  
Tuolumne Road  
Tuolumne, CA 95379  
(209) 928-4228

**Average time to complete program**

Open-entry, open-exit

Received upon completion

Target Students

**360 hours, 2 semesters**

Yes

Certificate

High School, Adults

**Training prepares students for following entry level occupations:**

General office positions, clerk/data typist, secretarial, data entry clerk, computer operator, digital computer operator, any occupation that uses a computer

### **Certified Nursing Assistant Program**

**Site/s:** Sonora High School  
430 N. Washington Street  
Sonora, CA 95370  
(209) 533-0423

**Average time to complete program**

Open-entry, open-exit

Received upon completion

Target Students

**2 semesters - H.S. Students; 1 semester - Adults**

No

Certificate, License after passing certification test

High School, Adults

**Training prepares students for following entry level occupations:**

Certified Nurse Assistant (CNA), ward clerk, CNA in acute care and long-term care units, prepares student for State CNA examination

# ***Local Training Providers*** *(continued)*

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## **REGIONAL OCCUPATIONAL PROGRAMS (Tuolumne ROP continued)**

### **Child Care Aide**

**Site/s:** Sonora High School  
430 N. Washington Street  
Sonora, CA 95370  
(209) 533-0423

**Average time to complete program**

Open-entry, open-exit

Received upon completion

Target Students

**360 hours**

Yes

Certificate

High School, Adults

**Training prepares students for following entry level occupations:**

Child care facility worker, child care aide, baby-sitter, child care profession in college

### **Computerized Accounting**

**Site/s:** Sonora High School  
430 N. Washington Street  
Sonora, CA 95370  
(209) 533-0423

**Average time to complete program**

Open-entry, open-exit

Received upon completion

Target Students

**360 hours**

Yes

Certificate

High School, Adults

**Training prepares students for following entry level occupations:**

Accountant, business office occupations, banking

### **Cosmetology**

**Site/s:** Sonora High School  
251 South Barretta Street  
Sonora, CA 95370  
(209) 533-0423

**Average time to complete program**

Open-entry, open-exit

Received upon completion

Target Students

**1600 hours**

Yes

Certificate, Eligible to take State License Board Exam

High School, Adults

**Training prepares students for following entry level occupations:**

Cosmetologist

# ***Local Training Providers*** *(continued)*

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## **REGIONAL OCCUPATIONAL PROGRAMS (Tuolumne ROP continued)**

### **Drafting**

**Site/s:** Sonora High School  
251 South Barretta Street  
Sonora, CA 95370  
(209) 533-0423

<b>Average time to complete program</b>	<b>180 hours</b>
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	High School, Adults

**Training prepares students for following entry level occupations:**  
Beginning draftsman

### **Food Service**

**Site/s:** Summerville High School  
17555 Tuolumne Road  
Tuolumne, CA 95379  
(209) 928-4228

<b>Average time to complete program</b>	<b>2 semesters</b>
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School, Adults

**Training prepares students for following entry level occupations:**  
Bakery assistant, assistant cook, pastry person, wait staff, bus person

### **Law Enforcement**

**Site/s:** Summerville High School  
17555 Tuolumne Road  
Tuolumne, CA 95379  
(209) 928-4228

<b>Average time to complete program</b>	<b>2 semesters</b>
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School, Adults

**Training prepares students for following entry level occupations:**  
Reserve officer, security guard, preparation for police academy



# ***Local Training Providers*** *(continued)*

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## **REGIONAL OCCUPATIONAL PROGRAMS (Tuolumne ROP continued)**

### **Office Occupations**

<b>Site/s:</b> Sonora High School 430 N. Washington Street Sonora, CA 95370 (209) 533-0423	Summerville High School 17555 Tuolumne Road Tuolumne, CA 95379 209) 928-4228
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<b>Average time to complete program</b>	<b>360 hours, 2 semesters</b>
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School, Adults

**Training prepares students for following entry level occupations:**

Clerk-typist; receptionist; secretary; medical, legal, insurance or general office worker

### **Photography**

**Site/s:** Sonora High School  
251 South Barretta Street  
Sonora, CA 95370  
(209) 533-0423

<b>Average time to complete program</b>	<b>180 hours</b>
Open-entry, open-exit	Yes
Received upon completion	N/A
Target Students	High School, Adults

**Training prepares students for following entry level occupations:**

Photography assistant, newspaper reporter, photographer

## **Teacher Aide Training (Sonora)/Elementary Education Aide Training (Summerville)**

<b>Site/s:</b> Sonora High School 430 N. Washington Street Sonora, CA 95370 (209) 533-0423	Summerville High School 17555 Tuolumne Road Tuolumne, CA 95379 (209) 928-4228
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<b>Average time to complete program</b>	<b>360 hours, 2 semesters</b>
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School, Adults

**Training prepares students for following entry level occupations:**

Teacher's aide in school setting, aide in child care facility

# ***Local Training Providers*** *(continued)*

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## **REGIONAL OCCUPATIONAL PROGRAMS (Tuolumne ROP continued)**

### **Welding: Agriculture Welding and Equipment Construction**

<b>Site/s:</b> Sonora High School 430 N. Washington Street Sonora, CA 95370 (209) 533-0423	Summerville High School 17555 Tuolumne Road Tuolumne, CA 95379 (209) 928-4228
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<b>Average time to complete program</b>	<b>360 hours, 2 semesters</b>
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	High School, Adults

**Training prepares students for following entry level occupations:**  
Welder, welder trainee

### **Welding: Agriculture Welding Certification**

**Site/s:** Sonora High School  
430 N. Washington Street  
Sonora, CA 95370  
(209) 533-0423

<b>Average time to complete program</b>	<b>360 hours</b>
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	High School, Adults

**Training prepares students for following entry level occupations:**  
Metal fabricator, welder